



Arun Counselling Centre (ACC) is looking for a Director to start Monday 4th August 2025.

ACC is a not-for-profit organisation and was founded in 1983 by a dedicated group of local volunteer professionals. It began its life as Littlehampton and District Counselling Service. Its vision was to provide low cost high-quality counselling to people in the Littlehampton area. The service started in what is now the mobility centre in Littlehampton and grew slowly until it moved to Dove Lodge in 2002 when it also gained charitable registered status. Since its formation 41 years ago, ACC has established a well-deserved reputation for high quality, low cost counselling to people in the Arun district and surrounding area.

Today, the aim of ACC is to continue to provide affordable counselling to the local community and placement opportunities for students, who are training with local providers such as Chichester University, Cara Counselling and other centres in Brighton and Horsham. There are 32 volunteer counsellor posts, of which approximately half are qualified counsellors. As a Service, we are committed to ethical engagement in all areas of our work, expressed in our adherence to the BACP's Ethical Framework. All ACC Counsellors are required to work within the BACP Ethical Framework.

It is looking for a Director to oversee the overall direction of the organisation, to take responsibility for developing and implementing strategies and policies to ensure that the organisation meets the goals determined by the board of Trustees. This will require an ability to monitor ACC's performance indicators, to develop and maintain all budgetary and financial controls and an understanding of the core business.

The successful applicant will be passionate about improving the mental health and wellbeing within our community and will bring with them a strong track record of visionary leadership. They must be an outstanding communicator, very adaptable and be able to form alliances with all those within our community including other charities, families, schools, GP surgeries and funders. We are looking for someone with a clear vision as to how the charity can be expanded in the future and the commitment and drive to carry this out.

Job Description

Summary

The Director will provide the leadership and efficient management of the team (ACC) in order to achieve ACC's strategic objectives in accordance with the requirements of the Trustees. The director will report to the Chair and board of Trustees

Arun Counselling Centre
Dove Lodge, 49 East Beach Road, Littlehampton BN17 5JG

BACP Accredited Service No. 101628
Registered charity No. 293053



Duties and Responsibilities

Leadership

- Provide exceptional leadership to enable the charity to flourish in supporting its mission to improve mental health and well-being.
- Embody the charity's values, inspiring others to do the same.
- Take a lead in developing the charity's strategy.
- Provide a service to maintain the high standards of counselling service provision, counsellor training services and counsellor continual professional development activities to deliver on ACC's charitable aims and objectives.
- Create strategic partnerships outside the charity and act as an ambassador for ACC.
- Shape and influence a positive staff culture and communicate ownership of policies and decisions across the charity. Motivate and inspire volunteers and staff to maintain and develop ACC's excellent performance which foster high professional standards, enthusiasm, commitment, innovation, collaboration and a team spirit within the ACC voluntary ethic and constitution.

Management and Compliance

- Have line management responsibility for the Clinical Lead, Fundraising Lead, Operations Manager, Finance Officer and Administration Assistant.
- Have regular contact with the Trustees, and in particular the Chair of Trustees.
- Will oversee and implement recruitment, selection, training, development and performance management of staff.
- Will directly manage the ACC senior management team and be ready to step in to fill gaps in operations when required.
- Maximise the efficient utilisation of our resources and ensure timely updating of key documents.
- Monitor the effectiveness of our work in making a difference and implement change in response to feedback and data.
- Ensure the health and safety and safeguarding of all ACC staff and volunteers.
- Ensure that Trustees are kept well-informed of key developments in ACC and provided with sufficient financial and management information to enable them to exercise their statutory responsibilities.
- Attend all Trustee board meetings.
- Carry out all roles and responsibilities required by the Charities Commission.

Arun Counselling Centre
Dove Lodge, 49 East Beach Road, Littlehampton BN17 5JG

BACP Accredited Service No. 101628
Registered charity No. 293053



Financial

- Develop a three year business plan for the Trustee board.
- Produce an annual budget to achieve business plan.
- Produce regular quarterly financial reports and forecasts and manage the charity budget.
- Ensure full and accurate reporting including the preparation of an annual report and financial statement to the Charities Commission.

Communications

- Oversee brand consistency across ACC, ensuring it reflects our values.
- Develop and implement an integrated campaign and media strategy, raising the charity presence and profile.
- Represent the organisation at functions, public meeting and events
- Ensure the development and maintenance of effective channels of marketing, digital marketing and communication with all stakeholders and ensure effective internal communications.

General Responsibilities

- Maintain discretion and confidentiality as appropriate for the post.
- Ensure regulatory compliance with ACC policies and procedures particularly for risk management, health and safety, safeguarding and equality policy and procedures.
- Promote a positive image of ACC internally and in the community.
- Ability to use IT systems where appropriate
- Recognise the need to be flexible when working for a small organisation and carry out other duties that may be required.

Person Specification

Experience

- Experience of working or volunteering within the charity and/or mental health sector.
- Experience of leading and motivating a small team and achieving high quality results.
- Experience of representing an organisation and promoting public relationships
- Experience of strategic planning with a track record of achieving targets
- Experience of successful financial planning and budget management.
- Experience of securing funds and working with funding partners and grant making organisations.

Arun Counselling Centre
Dove Lodge, 49 East Beach Road, Littlehampton BN17 5JG

BACP Accredited Service No. 101628
Registered charity No. 293053



Knowledge

- A deep understanding of the impact of poor mental health on an individual in the UK.
- Knowledge of the counselling charity sector
- An understanding of the key measures of financial management and control in a challenging environment.

Skills

- Strategic thinker with the ability to develop and articulate a clear vision.
- Leadership style, which encourages, motivates, inspires and develops staff and volunteers.
- Excellent communicator (both orally and in writing) with effective listening, influencing and negotiation skills.
- Highly effective decision-making skills with excellent analytical and problem-solving abilities.
- Excellent administrative, organisational and IT skills.

Personal Qualities

- Empathy with the needs and aspirations of a diverse community.
- Personal and professional integrity.
- Willingness to confront issues and make difficult decisions.
- Personal resilience, optimism and an openness to change.
- Resourcefulness and creativity.

How to apply

If you would like to apply please submit your CV and a covering letter to demonstrate how you meet the person specification and give us an idea of your personality and motivations to susan.ross@aruncounselling.com.

For an informal and confidential conversation about this position, please email susan.ross@aruncounselling.com in the first instance.

Please note that applications will be reviewed on an ongoing basis. We reserve the right to close the role prior to the closing date should a suitable applicant be found, so please submit your application as soon as possible. Interviews will commence in June 2025.

Arun Counselling Centre
Dove Lodge, 49 East Beach Road, Littlehampton BN17 5JG

BACP Accredited Service No. 101628
Registered charity No. 293053



Our commitment

ACC is committed to safeguarding and promoting the welfare of the local community with mental health needs and expects all staff and volunteers to share this commitment. All applicants will be subject to our safer recruitment policy.

ACC operates an equal opportunity policy and commits to treating all of our candidates and jobseekers fairly. We welcome and encourage applications from everyone and celebrate age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Salary range : £40,000 - £50,000 pro rata, per annum.

Position: Part time. (16 hours per week. Full time 37.5 hours per week)

Contract: Permanent based in Littlehampton

Arun Counselling Centre
Dove Lodge, 49 East Beach Road, Littlehampton BN17 5JG

BACP Accredited Service No. 101628
Registered charity No. 293053