



Chichester Counselling Services



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Executive Director (CEO)

Candidate pack

July 2026

Thank you for your interest in joining Chichester Counselling Services (CCS) as Executive Director.

After two difficult years, CCS has now successfully turned round a challenging financial and organisational situation and is well on the way to re-establishing itself as a thriving training and low-cost counselling service. These services are much need by the communities of West Sussex and Hampshire.

The Board of Trustees are therefore now seeking to recruit an Executive Director (CEO) to lead the consolidation of the progress already made, to fully rebuild the operating model, and to work with the Board to shape the longer-term strategy of the organisation.

CCS is a UK registered charity (1052264 – registered 1985) and a company limited by guarantee (03242075 - incorporated 1996).

Chris Deacon

Chair of Trustees

chris.deacon@ccs-counselling.org.uk

Chichester Counselling Services

A quick overview

CCS was founded in 1979 by a dedicated group of local professionals, with a vision of affordable, high-quality counselling and training now under the working name of Chichester Counselling Services (CCS). In 1982, having identified a shortage of qualified counsellors in the area, the organisation also began a counselling training programme based on psychodynamic principles.

Today, CCS continues to provide affordable counselling and training services to the community of Chichester and surrounding area. The counselling we offer is frequently recommended by local health professionals and is well-respected in the community: around two thirds of our clients approach us having been encouraged to do so by professional advisors or by their family, friends, or employers.

CCS fills a critical gap in the provision of counselling and psychological therapy in Chichester, West Sussex and East Hampshire. Those who benefit from our services are either beyond the capacity of primary care or 'not ill enough' for secondary care services. Unlike some other counselling services, we work with clients for as long as they wish within a three-year counselling agreement. This enables clients to address longer term and deeper-seated difficulties and be supported in finding a way through.

Our psychodynamic training programme for counsellors, accredited by the British Association for Counselling and Psychotherapy (BACP), has a well-deserved reputation for rigour and depth. Across the whole of CCS, we are committed to ethical engagement in all areas of our work, expressed in our adherence to the BACP's Ethical Framework.

Chichester Counselling Services

Why are we recruiting now?

Two years ago, CCS was suffering a significant leadership and organisational breakdown. Trainer and counsellor resignations over a period of 18 months had led to a progressive reduction in the delivery capacity of the organisation, and therefore a reduction in income.

By the Autumn of 2024 the charity was operating at a loss and in danger of insolvency. In response, decisive action was taken to reduce costs to the bone. These cost reductions created a window for a team of management and committed current and former counsellors, led by an internally appointed Interim CEO, to explore ways to restart training income and to raise significant external funds.

This initiative has achieved considerable success, and CCS can now look forward to a viable future. Since August last year, CCS has restructured senior management, begun to rebuild the Board, and secured £75,000 from funders. This progress has allowed CCS to re-open its client waiting list, increase the number of low-cost counselling sessions for clients, and re-establish its introductory one-year Counselling Certificate training programme. All but one of the initial Certificate cohort have now signed up to start the two-year Diploma course with CCS this September.

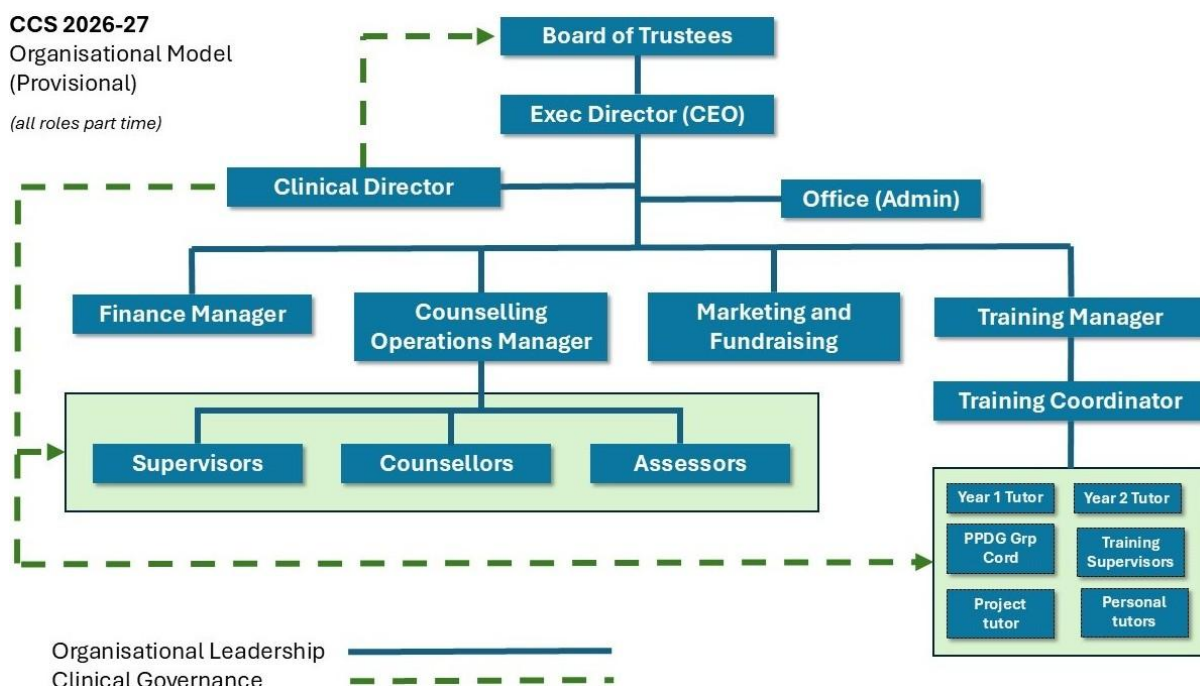
The Board of Trustees are therefore now seeking to recruit an Executive Director* to lead the consolidation of the progress already made, to fully rebuild the operating model, and to work with the Board to shape the longer-term strategy of the organisation.

* Note that the current Interim CEO does not wish to be considered for this role.

Chichester Counselling Services

Organisation

An overview of the CCS organisation is shown below. The Executive Director will be supported by a senior team, each responsible for a key area of activity.



The Clinical Director is a new role for an experienced senior counsellor, who will provide clinical governance and leadership across the organisation, reporting to the ED but also with a direct line to the Board.

In part, this organisational change is a response to one of the lessons learned from our previous organisational problems. The objective is to ensure that the Board can properly take high-level accountability for clinical quality and is fully informed about issues and developments.

The appointment of the Clinical Director will be the subject of a separate recruitment process.

Executive Director

Role details

Job Title:	Executive Director
Responsible to:	Chair and Board of Trustees
Salary:	£50,000 FTE
Hours:	15 – 22.5 hours/week (flexible)
Contract type:	Permanent
Location:	106 – 108 The Hornet, Chichester PO19 7JR
Direct reports:	6

Purpose

The Executive Director (ED) is responsible for the strategic leadership, organisational management, financial sustainability and governance of Chichester Counselling Services. Working closely with the Clinical Director, the ED will also ensure that high clinical standards are achieved, and that BACP accreditation is maintained.

The initial focus of the ED role will be to consolidate the progress already made, to fully rebuild the operating model, and to put in place leadership and organisational processes that ensure continued regulatory compliance, efficiency and effectiveness.

In due course, the ED will work closely with the Chair and the Board to review, refine and deliver the strategy of CCS in the light of the changing environment and the needs of the people we serve.

Executive Director

Key responsibilities - 1

Leadership

- Balance strategic leadership and development with operational oversight of the smooth and effective running of the organisation.
- In collaboration with the Board of Trustees, continue to shape, develop, and implement the organisational strategy and business plan, to meet short, medium, and long-term business aspirations.
- Identify and assess risks and opportunities, taking responsibility for initiating and leading change management.
- Safeguard the financial sustainability of the organisation, with accountability for ensuring income and expenditure is within targets.
- Take overall responsibility for achieving, monitoring, and reporting on performance against KPIs in all areas of the organisation's activities, taking appropriate action as required.
- Keep the Chair and Board regularly informed on progress against the organisation's strategic objectives and business plan, providing evidence-based reporting.
- Foster a professional, respectful, collaborative and emotionally healthy working culture.
- Develop and maintain key strategic relationships and partnerships, which align with the mission and values of CCS.
- Be a passionate and compelling ambassador for the organisation.

Executive Director

Key responsibilities - 2

Operational management

- Review and develop the organisational model as required.
- Ensure that the necessary resources (human, material and financial) are in place, and that proper standards are maintained.
- Provide well-structured line management to direct reports and ensure effective line management is provided to all other members of the organisation.
- Ensure that staff and volunteers are appropriately supported, managed and held accountable.

Governance

- Ensure systems and structures are in place for the Board of Trustees to fulfil its statutory responsibilities.
- Work alongside the Chair to ensure good governance practice.
- Work with Chair and Board to ensure effective risk management strategies and risk metrics are in place to support robust financial and strategic management.
- Attend all Board meetings and prepare written reports in advance of each meeting detailing matters of interest and concern; ensure that the Board is made aware in a timely fashion of any matters requiring its attention.
- Ensure the organisation's policies and practices are fit for purpose and regularly reviewed.
- Ensure compliance with company and charity law, HMRC requirements, the Charity SORP and overall best practice.

Executive Director

Person Specification

Skills and experience - essential

- Senior leadership experience in people-centric organisations
- Strong engagement skills with the ability to build confidence across a wide range of stakeholders quickly.
- Excellent people management skills
- Demonstrated expertise in the development of strategy and the implementation of business plans.
- Proven experience of effectively managing resources and budgets, with P&L accountability.
- Understanding of relevant legislation and compliance requirements (e.g. H&S, safeguarding, HR practices).

Skills and experience - desirable

- Senior-level experience in the charity sector, health/social care, education, counselling, psychotherapy, or wider mental health.
- Experience of fundraising, grant management or marketing.
- Affinity with the geographical area served by CCS.

Personal qualities

- Organised, agile and decisive, with strong verbal and written communication skills.
- Able to persuade and influence, both face to face and in writing.
- Calm under pressure, with a track record of effective prioritisation.
- Open and authentic communicator with high levels of emotional intelligence.
- A commitment to equal opportunities and inclusivity.