



## **Job Description**

### **Job Title: Senior Project Officer (Freelance) – Recovering Homes Service**

**Hours:** 13+ hours per week

**Reporting to:** Director

**Location:** Chesterton Head Office

**Contract:** Rolling monthly contract

### **Job Purpose**

To lead and manage the Recovering Homes Service, supporting individuals experiencing hoarding behaviours through a range of interventions including counselling, advice clinics, peer support, and in-home support. The role combines clinical leadership, service management, and strategic development to ensure safe, effective, and trauma-informed support across all service areas.

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## **Key Responsibilities**

### **Service Leadership & Management**

- Oversee the day-to-day running of the Recovering Homes Service.
- Line manages counsellors, volunteers, and facilitators within the service.
- Ensure high-quality, safe, and ethical delivery of all service elements:
  - Counselling
  - Advice clinics
  - Peer support groups
  - In-home support
- Develop and maintain policies, procedures, and service standards.
- Monitor service performance, outcomes, and impact.

### **Clinical Oversight**

- Provide professional leadership as a qualified counsellor.
- Ensure service delivery is trauma-informed and person-centred.



- Offer guidance, supervision (where appropriate), and support to counselling staff.
- Maintain safeguarding standards and manage risk effectively.

### **Service Development**

- Identify opportunities to improve and expand the service.
- Contribute to the design and implementation of new projects and initiatives.
- Develop pathways and partnerships with external agencies.

### **Funding & Bid Writing**

- Support or lead on funding applications and grant bids.
- Contribute to reporting for funders, demonstrating impact and outcomes.
- Work with senior leadership to secure sustainable funding.

### **Partnership & Stakeholder Engagement**

- Build strong relationships with local authorities, health services, and community organisations.
- Represent the organisation at meetings, networks, and forums.

### **Administration & Compliance**

- Maintain accurate records and reporting systems.
- Ensure compliance with GDPR, safeguarding, and organisational policies.

### **Person Specification**

#### **Essential Criteria**

#### **Qualifications**

- Level 5 qualification (or higher) in Counselling or equivalent.



- Accredited or working towards accreditation with a recognised professional body (e.g., BACP, UKCP).

### **Experience**

- Minimum 2 years post-qualification counselling experience.
- Experience managing or leading a counselling or therapeutic service.
- Experience working with trauma and complex needs.
- Experience supporting vulnerable individuals in community or home settings.

### **Skills & Knowledge**

- Strong understanding of trauma-informed practice.
- Knowledge of safeguarding and risk management.
- Excellent leadership and team management skills.
- Ability to manage multiple service strands simultaneously.
- Strong communication and interpersonal skills.

### **Other Requirements**

- Ability to work flexibly, including occasional evenings.
- Commitment to equality, diversity, and inclusion.

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### **Desirable Criteria**

- Experience working with individuals who hoard or experience hoarding behaviours
- Experience in funding applications or bid writing.
- Experience developing new services or programmes.
- Knowledge of housing, mental health, or social care systems.



## **Job Advert**

### **Senior Project Officer (Freelance) – Recovering Homes Service (13+ hours per week)**

Are you a qualified counsellor with a passion for supporting people with complex needs? Do you have experience leading services and want to make a meaningful difference in people's lives?

We are looking for a Freelance Senior Project Officer to lead our Recovering Homes Service. This service supports individuals experiencing hoarding behaviours through counselling, peer support, advice clinics, and practical in-home support.

This is an exciting opportunity to shape and develop a vital service, ensuring it remains trauma-informed, person-centred, and responsive to community needs.

#### **About the Role**

You will:

- Lead and manage a multi-strand support service
- Provide clinical and professional oversight
- Support and supervise staff and volunteers
- Build partnerships with local agencies
- Contribute to service development and funding opportunities

#### **About You**

You will:

- Be a qualified counsellor (Level 5 minimum) with at least 2 years' post-qualification experience
- Have experience managing a counselling or therapeutic service
- Have a strong understanding of trauma-informed practice
- Ideally have experience working with hoarding behaviours
- Be passionate about supporting vulnerable individuals



### **What We Offer**

- A rewarding role making real impact
- Opportunities to develop and shape services
- Supportive and values-driven organisation

**Hours:** 13+ hours per week

**Location:** Chesterton Head Office

**Salary:** £16 per hour plus expenses

To apply, please send your CV and a covering letter outlining how you meet the criteria. Please clearly list all memberships, accreditations and relevant qualifications.