

CLEAR

emotional trauma & therapy specialists
clearsupport.net | Reg charity no. 1165574

Job Description

Role Title	Clinical Placement and Employee Assistance Programme Co-ordinator
Salary	£30,000 FTE (£18,000 pro-rata)
Term	Fixed Term for 18 months with continuation subject to funding
Hours	22.5 hours (3 days/week) – days/times by agreement
Location	CLEAR Offices, Truro
Post reports to	Adult Service Clinical lead
Other Considerations	<ul style="list-style-type: none">• 6-month probation period• Enhanced DBS check required• 20 days annual leave (pro-rata) plus bank holidays and closures at Christmas (2 weeks) and Easter (1 week)• Training, CPD and workforce wellbeing opportunities

Job Role and Purpose

You will be joining the CLEAR team in an exciting new role, working alongside the Adult Service Clinical lead to help the charity to support workforce development in the counselling professions and workforce wellbeing across all sectors.

You will be responsible for developing the role of clinical placements within the CLEAR Adult Trauma Recovery and Adolescent Emotional Wellbeing Services. This includes specific training in working with trauma, sexual abuse and sexual violence, placement management and clinical supervision. You will ensure that students have a positive, nurturing experience, gaining the skills and experience they need to qualify with confidence whilst maintaining the high standards of care and support for CLEAR clients.

You will liaise with a broad range of employers to understand their needs in terms of workforce assistance and workforce wellbeing, creating tailored packages of support.

Key attributes

You will have a thorough knowledge of counselling practice and the career development pathways within the profession. You will enjoy working in a busy team

and being responsible for your area of work. You will have excellent people skills and be used to communicating with a wide range of audiences. You will have a strong understanding of trauma and its impact, including on the workforce and will proactively support your own wellbeing as well as contributing to overall team wellbeing.

Key Responsibilities

- Recruiting, training and supervising counselling placements, supporting CPD and identifying potential progression into CLEAR sessional work post qualification
- Co-delivering CLEAR training in relation to working with adults harmed by sexual abuse and relational trauma, and other CLEAR training if required
- Working with the Adult Service Clinical Lead and Emotional Wellbeing Service Lead to ensure allocations are safe and supported for client and counsellor
- Liaising with CLEAR's Training and Development Manager where Employee Assistance Programmes (Counselling and Coaching) are identified
- Liaising with organisations/employers to ensure needs are met, agreeing Memorandums of Understanding, liaising with the CEO and Finance Manager
- Ensuring both clinical placement and EAP services are evaluated, feeding into CLEAR's continuous improvement cycle
- Ensuring clinical governance of CLEAR's database in relation to clinical placements and EAPs
- Providing general clinical support to the Adult Service Clinical Lead e.g. with initial assessments, readiness calls and follow-up.
- Any other duties as needed for the efficient running of the charity

Person Specification: Skills, Qualifications Knowledge and Experience:

Essential	Desirable
Minimum L4 Counselling Qualification in Person-Centred Counselling	Experience of managing/coordinating referrals
Minimum 3 years post-qualifying experience in working 1-2-1 with adults including adults harmed by sexual abuse/sexual violence at any point in their life	Experience of undertaking person-centred assessments, including risk-assessments
L3 Teaching Qualification or willing to undertake this on appointment	Experience of working in the charity sector
Qualification in Clinical Supervision	Line management experience
Thorough understanding of Safeguarding procedures. L3 Safeguarding Qualification – or willingness to undertake on appointment	Knowledge and understanding of other service provision and systems working
Competent in the use of IT including bespoke databases and the full Microsoft Office Suite	Experience of working within a small team
Understanding of the BACP Ethical Framework, Client Confidentiality, Equality, Diversity and Inclusion	Knowledge and experience of working to support Mental Health and Emotional Resilience

Familiarity with the BACP Ethical framework	BACP Accredited or working towards this
Excellent organisation and communication skills	Experience of working/communicating with a broad range of audiences across the public, private and VCSE sector

How to apply: Please download and complete the application form on the CLEAR and send it to admin@clearsupport.net putting Clinical Placement Coordinator in the Title of the message

Closing date for receipt of applications: 12th March 2026, 4pm.