

17 May 2022

Dear Applicant

Assistant Counselling Manager at Off The Record Twickenham

Thank you for your interest in the above position. Please find enclosed:

- 1 Job Description with Person Specification
- 2 Background Information on Off The Record
- 3 Child Protection/Safeguarding Procedure
- 4 Equality and Diversity Statement
- 5 GDPR Data Protection Policy
- 6 Notes on Completing the Application form
- 7 Application Form (5 pages)
- 8 Equal Opportunities Monitoring Form


We are looking for people who best meet the requirements of the Person Specification, and who will be comfortable working within the framework provided by Off The Record. We offer clinical supervision, and some training in young people's issues. This post is line-managed by the Counselling Manager.

The selection process will involve:

- Initial selection against application form
- Formal interview(s)
- References and Enhanced DBS checks
- Three months initial trial period working at OTR.

The closing date for applications is Monday, 13 June, and we hope to interview candidates within the next 2 weeks after that. I look forward to receiving your application. Completion of our Equal Opportunities Monitoring Form is voluntary but if you return this it will help us fulfil our equality and diversity aims. The form will be kept separately from your application form during shortlisting.

Yours sincerely



Deborah Kerpner
OTR Counselling Manager