



The Next Chapter (Edinburgh) CIC
10 William Street, Edinburgh EH3 7NH
Company number SC594790
www.thenextchapter.org

Bookshop and therapy centre coordinator

Job description and person specification

Job title: Wellbeing bookshop and therapy centre coordinator (permanent position)

Responsible to: Director

Hours: Approx 28 hours per week. Mainly Monday-Friday but occasional weekend working will be required. Bookshop opening hours are currently 12-5pm Monday-Friday

Salary: £20,000 - £25,500 pro rata, dependent on skills and experience. Any additional hours will be paid at the normal rate of pay

About The Next Chapter

Open since January 2019, we are a dynamic, growing not-for-profit social enterprise focused on emotional and psychological wellbeing.

We have a specialist bookshop stocking titles on emotional, personal development, social and psychological wellbeing subjects. In our four therapy rooms, we offer counselling, coaching and therapies such as massage and reflexology.

Our counsellors offer both standard and reduced fee counselling spaces, supported by dedicated funding from our charity partner, The Moston Care Foundation. All profits from our enterprise go back into supporting our reduced fee counselling service.

Future plans include developing a programme of talks, workshops and events around wellbeing, personal development and mental health.

Coordinator role

Responsibility for the day-to-day running of the bookshop and therapy rooms, for developing and growing our bookshop, coaching and therapy offering, and planning, promoting and delivering a new programme of talks, workshops and events around wellbeing.

There will be opportunities for future development in conjunction with our charity funding partner, and the potential for future expansion of The Next Chapter.

The post-holder will:

- Have primary responsibility for running our specialist wellbeing bookshop, selling books, selecting and ordering stock, maintaining databases and records, responding to enquiries in person and by email, and all related bookshop duties.

- Be the first point of contact for clients and customers of The Next Chapter, fulfilling front of house duties, providing information about our services, responding to counselling and therapy enquiries etc
- Administer counselling, therapy and coaching enquiries and the reduced fee counselling waiting list
- Take responsibility for developing our social media presence and creating digital content to help us grow our online presence and raise awareness of our services; develop and administer mailing list
- Plan, develop, promote and deliver a programme of events, workshops and talks around wellbeing and mental health
- Grow our network and develop connections and partnerships with other professionals and organisations working in the wellbeing, personal development and mental health fields with a view to partnership working, collaborative events etc
- Day-to-day administrative and centre management duties; assisting the director in the running of the organisation and premises
- Opportunities to develop and support new initiatives and projects alongside our charity funding partner.

Person specification

- Good knowledge of issues around counselling, mental health and wellbeing
- Good knowledge of and sensitivity to the needs of counselling, coaching and therapy clients, including confidentiality, boundaries and data protection
- A demonstrable interest in books and reading, and an understanding of how books, reading and writing can contribute to wellbeing, mental health, self-help and self-development
- Experience (or enthusiasm and willingness to learn) of planning, organising and promoting events, talks and workshops
- Ability to create engaging digital content, and the skills to grow our online presence
- Ability to work independently on own initiative, and forge and develop partnerships with other professionals and organisations
- Ability to work cooperatively within a team of counsellors and other wellbeing professionals
- Knowledge of the counselling, wellbeing, social enterprise and not-for-profit sectors in and around Edinburgh
- Excellent verbal and written communication skills
- Excellent listening and interpersonal skills
- Excellent IT skills across a range of applications
- Excellent administrative and organisational skills
- Flexible attitude to the demands of the post and the needs of the organisation, and a willingness to undertake a range of tasks to support all aspects of our business