18th January 2022

Dear Applicant

**Post of: Manager of Volunteer Counsellors**

Thank you for your interest in this post with Kingdom Abuse Survivors Project. Please find enclosed an application pack for the roles of Manager of Volunteer Counsellors.

This is an exciting role which is funded for 3 years and is based in Kirkcaldy, although there will be opportunities to do some working from home.

We are a small supportive team who work with survivors of childhood sexual abuse and offer a range of services to survivors.

This role will recruit, train and provide all aspects of support to all placements from training colleges, universities (and other training providers) to enable the trainee counsellors to gain their counselling hours and enable them to work with clients.

KASP also has a cohort of fully qualified volunteer counsellors, who have completed their training hours with KASP and have decided to stay on as a volunteer counsellor.

The working week for this post is 25 hours and these hours can be flexible. You will have a generous annual leave entitlement of 42 days (pro rata) per year.

All internal and external supervision is provided by KASP.

If you are seeking a full time role there may be an opportunity to add a further 10 hours in which to provide counselling for KASP. This can be negotiated with the Manager

Applications will ideally be typed with close reference to the selection criteria. Please do not send a curriculum vitae as this will not be considered. We prefer electronic applications and will accept a scanned signature. Alternatively you can indicate with your application that a signed copy of the relevant sheet will follow in the post.

KASP operates an equal opportunities policy to promote principles of fairness and equality in the workplace. We have enclosed an equal opportunities monitoring form, which we hope you will complete in order for us to evaluate our Equal Opportunities Policy in practice. You are not obliged to return it, but by doing so you will help us in our determination to combat all forms of discrimination in our employment practice. No names or confidential details are asked for and will not be connected to any individual applicant.

**The closing date for applications is 30th March 2021 at midnight.** Applications received after this time will not be considered. Interview dates for this post have not at yet been agreed but you will be informed of the interview date if you are selected for interview. Only shortlisted candidates will be contacted.

The office is in a building without a lift. If you have any access requirements please do advise us on application, to enable us to make alternative arrangements.

Please mark your application for the attention of Joy Patrick and email to [**info@kasp.org.uk**](mailto:susan@kasp.org.uk.)

We look forward to receiving your completed application form.

Joy Patrick

Manager

Kingdom Abuse Survivors Project

[www.kasp.org.uk](http://www.kasp.org.uk)