arun
counselling centre



Trustee Guide

Introduction

We are looking to recruit additional Trustees, and in particular we are looking for individuals with a connection to Littlehampton, and the wider Arun area.

We are also very interested in applications from those who may have an ability to create local sponsorship opportunities for the charity.

I hope this guide will give you a brief overview of the work we do. I believe Arun Counselling Centre is an organisation in sound financial health, with a strong leadership team that I, and my fellow Trustees, are keen to support and develop.

Thank you for your interest in the role of Trustee with Arun Counselling Centre (ACC) and I look forward to hearing further from you.



Susan Ross
Trustee Chair

Since 1983 our heart has always remained the same: to ensure counselling is accessible to everyone who needs it.

About us

Arun Counselling Centre (ACC) is a not-for-profit organisation and was founded in 1983 by a dedicated group of local volunteer professionals.

Beginning its life as Littlehampton and District Counselling Service, its vision was to provide low cost, high-quality counselling to people in the Littlehampton area.

The service started in what is now the mobility centre in Littlehampton and grew slowly until it moved to Dove Lodge in 2002 when it also gained charitable registered status.

Today, the aim of ACC is to continue to provide affordable counselling to the local community and placement opportunities for students, who are training with local providers such as Chichester University, Cara Counselling and other centres in Brighton and Horsham.

There are usually between 14 – 18 student/counsellor placements offered as well as 14-16 volunteer posts.

As a Service, we are committed to ethical engagement in all areas of our work, expressed in our adherence to the British Association for Counselling and Psychotherapy (BACP) Ethical Framework. All ACC Counsellors are required to work within the BACP Ethical Framework.

Alongside affordable counselling, ACC offers an industry leading calendar of CPD under Arun Community of Practice (ACoP) for trainee and qualified counsellors.

More information about this and our wider work can be found on our website aruncounselling.com.



Board of Trustees

The Trustees of Arun Counselling are responsible for providing support and advice on ACC's purpose, vision, goals and activities, and ensuring that its aims are met and that its resources are managed appropriately as required by the Charity commission.

As a small charity, our Trustees have a significant role to play in supporting the management team to achieve these aims. They exercise this responsibility by providing the governance of the charity, delegating day-to-day management to its Director and by appointing its paid staff. The Board meets every quarter on MS Teams or at Dove Lodge with an in-person AGM meeting in the third quarter of the year.

In return for being a Trustee, we can offer you the opportunity to join an active and positive Board.

We have a strong commitment and contribution from our trustees, and our staff work closely to support governance.

We are a small team (staff, trustees, and volunteers) with a professional yet personal approach to our work. We will offer you full support in the form of induction and other development, reflection and learning opportunities.

All trustee roles are unremunerated.

"I've tried lots of counselling over the years, but I've never had anything like this. It's not just changed my life, but the lives of my family and friends as well."

- Suzanne, Client

Personal skills and qualities

We are looking for the below personal skills and qualities, however you do not need previous governance experience - we will provide a full induction and training.



Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.

Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.

Effective communication skills and willingness to participate actively in discussion.

A strong personal commitment to equity, diversity and inclusion.

Enthusiasm for our vision and mission.

Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Willingness to lead according to our values:

- Compassion – We listen without judgement and support every person with warmth and respect.
- Accessibility – We remove barriers to ensure better mental health through counselling is available to everyone.
- Integrity – We uphold high professional and ethical standards in everything we do.
- Growth – We support growth enabling meaningful progress for individuals, practitioners, workplaces and within our community.
- Community – We exist for the community and because of the community – it's at the heart of everything we do.

Commitment

- An Annual General meeting which usually takes place in the third quarter of the year to review and approve plans and the budget for the following calendar year.
- Quarterly Trustee meetings for the remainder of the year – 3 trustee meetings per annum of approximately 2.5 hours in length. The Trustee meetings are usually held on Mondays between 2:30pm-5pmpm using MS Teams or at Dove Lodge.
- A strategy day which is run in conjunction with the management team to review the overall direction of ACC within the context of environmental trends in mental health and/or funding and the competencies within ACC, allowing us to redirect and/or fine tune as necessary.
- Other ad hoc meetings including support for recruitment of key posts and occasional attendance at internal staff meetings (these meetings are voluntary and shared out amongst the Trustees).

The term of office for all Trustees is initially for three years, extendable by two further three-year terms for a maximum period of nine years. All Trustees are appointed by the Chair in collaboration with the Director of ACC and the Board of Trustees.

How to apply:

To apply, please send an up-to-date CV and cover letter outlining why you would like to become a Trustee at Arun Counselling Centre to director@aruncounselling.com by 1 December 2026.



Senior Staff

Paid roles include:

Director

The Director reports to the Board of Trustees and provides strategic leadership and day-to-day management oversight of the organisation as well as taking responsibility for the fund raising and local community networking.

Head of Clinical Services

The Head of Clinical Services is responsible for the clinical work undertaken in the service by qualified and student Counsellors; for maintaining high standards of ethical practice and ensuring a safe environment for our clients; and as the line manager, is responsible for the clinical Assessors and Supervisors.

Operations Manager

The Operations Manager is responsible for managing the day to day operations of the Counselling Service and for maintaining robust fiscal and client/counsellor information systems in liaison with the Finance Officer. The Operations Manager also has responsibility for the recruitment and training of students. The Operations Manager reports to the Director.

Fundraising Lead

The fundraising Lead is responsible for achieving the annual target for charitable funds to contribute to the payment of the charity's direct costs and for maintaining the contact with the charitable bodies in order to sustain the financial support ongoing. The Fundraising Lead is also responsible for providing reports quarterly to the board and for regular strategic meetings with the Director. The Fundraising Lead reports directly to the Director.

Finance Officer

The Finance Officer is responsible for leading and managing the ACC finances, providing reports to the Board and for organising the annual audit process.

Counsellors in Training

Our student Counsellors usually take up the subsidised supervision in-house and this becomes free when they are qualified and have completed their training. Many of our volunteers then continue their professional development, by applying to become a volunteer qualified Counsellor with us and work towards their BACP registration and personal accreditation.

Arun Counselling Centre,
Dove Lodge, 49 Beach Road,
Littlehampton. BN17 5JG

01903 714417
director@aruncounselling.com

aruncounselling.com

BACP Accredited Service No. 101628
Registered charity No. 293053

arun
counselling centre