**RECRUITMENT PACK**

**Trainee Children’s Wellbeing Practitioner (CWP)**

**(NHS Band 4 pro rata inc OLW)**

**(£32,199, pro rata inc OLW)**

**Post is available on a full-time basis**

**Closing Date for roles – Monday 13th October 2025**

# **Contents**

* Overview about Off the Record, volunteer posts and how to apply
* Job Description & Person Specification
* Application Form and Equality & Diversity Form

Thank you for downloading this application pack and looking at the roles we have available.

This application pack provides the information for the Trainee Children’s Wellbeing Practitioner role. We offer the opportunity to work with young people and families in a supportive environment. Clients come from a variety of backgrounds and present with a range of issues. We provide free, bi-weekly group supervision and offer regular training and assessment opportunities. This is after an initial 6-month probationary period when supervision will be one to one.

The application form is at the back of this application pack. Please read the whole pack before completing the form and make sure you refer to the job description when you complete the person specification section of the form.

Off the Record is an award-winning young people’s mental health charity offering a range of support services for children and young people across the London Boroughs of Croydon, Sutton and Merton. The charity has been running for over 25 years driven by our vision of “building a compassionate mental health community for children and young people”. South London is a vibrant and diverse area, and we’re keen to make sure our staff team reflects our local communities. In 2019 our work was recognised with a national GSK Impact Award.

Information about all our services can be found on our website: <https://www.talkofftherecord.org/>

**Our Current Vacancies**

We are an outward looking charity with a strong reputation for delivering professional support services to young people in South London coupled with the motivation to develop new and innovative responses to mental health needs. This was particularly tested when the Covid pandemic forced us to quickly pivot all our provision to remote working. However, we met the challenge, training staff in new ways of working and integrating new offers that have becoming part of our ongoing work supporting children and young people’s mental health.

Post-pandemic, the well-documented rise in mental health needs amongst young people has resulted in unprecedented levels of demand for our services. Nationally, the need to modernise and transform mental health services alongside the need to increase service capacity has been recognised and, as a result, we have expanded our staff team and broadened the range of mental health interventions we offer to young people. At our core is a commitment to strong active engagement with young people and creating support that’s relevant, flexible and accessible. Young people need to be at the heart of all our service design and we’re committed to making sure young people are able to ‘get help now’ when they first reach out for it.

We’re currently recruiting two full time **Trainee Children Wellbeing Practitioners (CWP)** to work directly with young people within our mental health services. For this post you need to have a Undergraduate degree, second class or above, in a mental health of child development related subject OR any subject with further training or experience in a relevant field. We are also looking for people with an open and flexible attitude; excellent engagement skills and a passion for working with children and young people around mental health.

Responsibilities include offering a CBT based self-guided mental health interventions to young people and their families including individual, parent-led and group-based support; workshops; crisis support; mental health themed activities.

All posts are based on-site and may require flexibility to work across different service areas and interventions. Some evening and/or weekend work may be necessary to meet the needs of young people.

This is a training position post holder will undertake training at Kings College London alongside working in service for Off The Record. Applicants will need to be ready to start work in early/mid-January 2026 and posts cannot be offered to candidates unless they can guarantee this start date.

Shortlisted candidates will also need to submit an application form to KCL for a place on the Postgraduate Diploma in Child Wellbeing Practice (CWP). Please see links.

**Working for Off the Record**

We have a committed team of around 70 paid staff (many part-time) and our work is funded through a variety of sources including South West London ICB, London Boroughs of Croydon & Sutton and the Wimbledon Foundation. Some staff are based in our borough-based services but increasingly staff are being given opportunities to work in across-borough initiatives such as our new first contact team.

Decisions about who to invite for interview will be based on how well someone demonstrates they meet the person specification for the specific post, so please make sure you complete the application form fully and accurately, giving evidence of how you meet each point in the person specification and indicating your relevant knowledge, skills and experience. Please note that CVs will not be considered. Applications are to be returned by email to: [recruitment@talkofftherecord.org](mailto:recruitment@talkofftherecord.org).

Applicants will receive a confirmation of receipt and shortlisted candidates will be contacted as soon as possible.

**TRAINEE CHILDREN’S WELLBEING PRACTITIONER**

### Role Description

**Title:**  Trainee Children’s Wellbeing Practitioner

**Responsible to:** Service Manager

**Hours:**  35 hours per week

**Salary:** £32,199 includes OLW

**Location:** Based at one of the Off the Record services in Croydon, Merton, or Sutton

**Role Purpose:** To provide interventions to young people and families; parent-led and group-based support.

**Background Information:**

This is a training role within the Children and Young People's Psychological Trainings programme (CYP-PT). The post-holder will work within a CYP mental health service that is focussed on outreach to the community. Trainees will be delivering, under supervision, high-quality; brief outcome focused evidence-based interventions and guided self-help for children and young people experiencing mild to moderate mental health difficulties within the community.

The training and service experience will equip the post holder with the necessary knowledge, attitude and capabilities to operate effectively in an inclusive, value driven service.

This is a training position post holder will undertake training at Kings College London alongside working in service for Off The Record. They will be taught to deliver evidence based guided self-help interventions for children and young people experiencing mild to moderate mental health difficulties. The post holder will use their newly developed skills to support children and young people who are referred into the service and trainees will receive supervision to support their professional development.

Applicants will need to be ready to start work in early/mid-January 2026 and posts cannot be offered to candidates unless they can guarantee this start date.

Please note that an application to Kings College London Post Graduate Diploma Child Wellbeing Practice needs to be made alongside your application to Off The Record. It is important that you read the attached guidance/linked guidance below:

[KCL CWP Jan 2026 - KCL Programme Brochure.pdf](https://emckclac-my.sharepoint.com/:b:/g/personal/k1809503_kcl_ac_uk/ES0K26l2U-lCumZu3r6PAr4BkzqyyejsOxVm2aQyhNcPTA?e=vYLnGp&xsdata=%3D&sdata=bmpRQ1VjQ1ByOFhwcEZOdTYzQmlZWW51ckZDTjZrcGlPNWpCaVM0RVdqRT0%3D&ovuser=991b4a2e-0234-4407-8de3-362106bbb2ff%2Ccarolinedwan%40talkofftherecord.org)

[KCL CWP Jan 2026 - KCL Application Guidance.pdf](https://emckclac-my.sharepoint.com/:b:/g/personal/k1809503_kcl_ac_uk/ESD_1Ba3fQ1OmEn9GLFhcigBLH3iv7Xj1pMuXlSvueypCg?e=DD9QUh&xsdata=%3D&sdata=M2MzYkhqMFBhKzJObFpNMjlNalhjVDBXczA1cDFRMTR2VitLSm9FaWRkMD0%3D&ovuser=991b4a2e-0234-4407-8de3-362106bbb2ff%2Ccarolinedwan%40talkofftherecord.org)

**Please contact** [**cyp-mh@kcl.ac.uk**](mailto:cyp-mh@kcl.ac.uk) **if you have any questions about the course.**

**Please contact** [**recruitment@**](mailto:cyp-mh@kcl.ac.uk)**talkofftherecord.org if you have any questions about the job role.**

**Main duties of the job:**

1. To offer a range of flexible, compassionate and engaging mental health interventions for young people within our community services, including individual support, group work, counselling and psycho-educational work

2. Work in partnership with children, young people and families in the development of plans for the intervention and agreed outcome

3. Support and empower children, young people and families to make informed choices about the intervention

4. To monitor the effectiveness of interventions offered through the routine use of outcome monitoring tools reviewed directly with young people

5. Working with other staff across Off the Record to identify new areas for development, creativity and innovation within our existing services, researching unmet need and developing new responses.

6. To maintain high levels of safeguarding awareness and to respond to risk and safeguarding issues as they arise whilst respecting the young person's autonomy wherever possible.

7. To maintain accurate and up to date records of all work delivered on relevant data systems and to contribute to the monitoring and evaluation of our services

8. To ensure young people's voices are always central to service developments and contributing to young people’s participation and engagement activities in the charity

9. Undertaking direct promotion and publicity of the charity's services to young people, communities and professionals

10. To attend regular clinical and line management supervision and to attend other team/charity meetings as appropriate including occasional Saturday meetings/training days

11. To actively implement the charity's equalities and diversity & user engagement policies.

12. Any other tasks, not listed here, but deemed necessary and in the interest of the charity

**Training and Supervision**

13. Attend and fulfil all the requirements of the training element of the post including practical, academic and practice-based assessments and assignments to successfully complete the PG Diploma as part of becoming a fully qualified CWP

14. As well as attendance at the University for training, fulfil private study requirements to enhance learning and prepare assignments for examination, for at least one day a week.

15. Apply learning from the training program directly to practice through the course. Receive practice tutoring from educational and clinical providers in relation to course work to meet the required standards.

16. Prepare and present case load information to supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the governance obligations of the trainee, supervisor and service are delivered.

17. Prepare and present case load information to supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the governance obligations of the trainee, supervisor and service are delivered.

18. Engage in and respond to personal development supervision to improve competences and practice

**TRAINEE CHILDREN’S WELLBEING PRACTITIONER**

### Person Specification

# **Knowledge, Skills, Experience**

Relevant professional experience in CYP Mental Health or Mentorship Knowledge of children and young people gained through academic study in child development, child wellbeing or mental health Awareness of safeguarding responsibilities and the issues related to delivering services to young people under 16. A working understanding of the principles of equality, diversity and inclusion and a commitment to providing an inclusive, culturally sensitive service, including LGBTQ and neuro-diverse young people and those with disabilities

Undergraduate degree, upper second class or above, in Psychology OR related subject e.g., Psychology, Education, Childhood development, Social Work etc, OR any subject with further training or experience in a relevant field e.g., Teaching or TA, Learning Support, HCA, Youth Work, Counselling etc.

Very strong ability to actively engage with a wide range of young people and an understanding of the issues young people face in their lives. Excellent core engagement and interpersonal skills and an ability to work consistently with high levels of empathy, warmth and unconditional positive regard. Commitment to working collaboratively with young people as full partners in any approach and to supporting user engagement in Off the Record Ability to maintain accurate records and statistics including database entry Ability to maintain professional boundaries whilst responding to complex ethical dilemmas Ability to work as part of a team and to attend and contribute to team and agency meetings

1. Ability to demonstrate comprehensive, competent counselling skills
2. Ability to quickly engage with and relate to young people and the issues they raise
3. A commitment to adhering to all agency policies and procedures
4. Ability to maintain time commitment for counselling, supervision, and training
5. Ability to work as part of a team
6. An understanding and awareness of boundaries and how they impact on working with young people
7. Ability to work within the BACP Ethical Framework for the Counselling Professions
8. An awareness of own strengths, weaknesses and motivations combined with a commitment to identifying and working on personal issues
9. Excellent interpersonal and communication skills
10. An ability to reflect on clinical practise and respond to and work on feedback

TRAINEE CHILDREN’S WELLBEING PRACTITIONER APPLICATION FORM

##### PRIVATE AND CONFIDENTIAL

**Please complete all sections in typescript**

**CVs will not be considered**

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| **Role** | **TRAINEE CHILDREN’S WELLBEING PRACTITIONER** | | | | **Application Candidate No**  (for office use only) |  |
| **NAME** | |  | **ADDRESS AND POSTCODE** |  | | |
| **CONTACT NUMBER** | |  | **EMAIL** |  | | |
| **Are you known to Off the Record?** | | Y/N | **If so, in what capacity** |  | | |

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| **PLEASE PROVIDE SUMMARY DETAILS OF PREVIOUS & PRESENT EMPLOYMENT**  ***(Please continue on a separate sheet if necessary)*** | | | | |
| **Dates**  **From:** | **To:** | **Employer’s Name** | **Job Title / Role/Salary** | **Main Responsibilities** |
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| **PLEASE PROVIDE** Any additional training/qualifications relevant to this role: | | | |
| **Dates**  **From:** | **To:** | **College/Institution** | **Training attended / Qualification achieved** |
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| **Person Specification** |
| Please read the person specification(s) carefully and provide clear evidence of how you meet each of the requirements on the person specification.  You may continue on a maximum of two supplementary sheets. |

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| **What interests you about working with young people and, specifically, at “Off the Record”?** |
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| **Is there anything else you would like to tell us in aid of your application?** | | | | | | | | | |
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| **Do you have any particular needs with which we can assist you, for example large print documentation?** | | | | | | | | | |
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| **REFEREES**  **Please give the names and addresses of two referees who are willing to support your application and detail your relationships with these referees.**  **(NB: Referees should not be family members or friends)** | | | | | | | |
| **REFEREE 1** | | | | | | | |
| **NAME** |  | | | | **RELATIONSHIP TO YOU** | | |
| **ADDRESS** |  | | | |  | | |
| **DAYTIME TEL** | |  |
| **POSTCODE** |  | | | | **MOBILE** | |  |
| **EMAIL** |  | | | |  | |  |
| **REFEREE 2** | | | | | | | |
| **NAME** |  | | | | **RELATIONSHIP TO YOU** | | |
| **ADDRESS** |  | | | |  | | |
| **DAYTIME TEL** | |  |
| **POSTCODE** |  | | | | **MOBILE** | |  |
| **MAIL** |  | | | |  | |  |

**Due to the nature of our work with children, young people and vulnerable adults, all posts within Off the Record are subject to Enhanced Disclosures through the Disclosure and Barring Service (DBS). Please note that the receipt of a form showing previous convictions/cautions /warnings will not automatically exclude someone from becoming a member of staff/a volunteer at “Off the Record”. Previous criminal records will be considered in relation to their relevance to the work/placement applied for, the circumstances of the offence and the length of time elapsed since the offence.**

**If you have any concerns about this part of the application form or want to discuss any issues related to past** **offences please contact the relevant Counselling Service Manager at Off the Record.**

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| **STATEMENT BY APPLICANT** |
| I confirm that to the best of my knowledge the information given on this form is true and correct.      **Signed:**  **Date:** |

**Return completed Application and Equal Opportunities form via email to** [**recruitment@talkofftherecord.org**](mailto:recruitment@talkofftherecord.org)

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| **FOR OFFICE USE ONLY** |

EQUAL OPPORTUNITIES MONITORING FORM

**PRIVATE AND CONFIDENTIAL**

“Off the Record is committed to ensuring that all aspects of its services are accessible to all sections of the community. In order to monitor the implementation of our equal opportunities policy, all volunteers, Management Committee members and staff are asked to complete the details below. Completion of all or any part of this form is voluntary, but we hope that you will feel able to provide the information requested as this is central to our monitoring procedures. These forms will not be used in any selection process and are strictly for monitoring purposes only. **It is essential that you complete your name, address and contact details on this form.**

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| **Role** | **Trainee Children’s Wellbeing Practitioner** | **Application Candidate No**  (for office use only) |  |

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| **Name** |  | | | | | | | | | |
| **Date of Birth** |  | | | | | | | **Gender** | |  |
| **Address** |  | | | | | | | **Tel Work** | |  |
|  | | | | | | | **Tel Home** | |  |
|  | | | | | | | **Tel Mobile** | |  |
| **Postcode** |  | | | | **Email** | | |  | | |
| **How would you identify yourself in relation to your cultural, ethnic or racial origin?**  **(Please check any of the boxes below that apply)** | | | | | | | | | | |
| ***White***  White British  White Irish  White Other    ***Mixed***  White & Black Caribbean  White & Black African  White & Asian  White Other    ***Chinese*** | | | | | | | | ***Black or Black British***  Caribbean  African  Other    ***Asian or Asian British***  Indian  Pakistani  Bangladeshi  Other    ***Any Other Background*** | | |
| **How would you describe your sexual orientation?** | | | | | | | | | | |
| Lesbian Gay Bisexual Heterosexual Other, please state: | | | | | | | | | | |
| **Are you registered disabled?** | | No Yes | | **Registration Number** | | |  | | | |
| **If you are not registered disabled, do you consider yourself disabled in a way you would like us to know about?** | | | | | | | | | | |
|  | | | | | | | | | | |
| **SIGNED** | | |  | | | **DATE** | | |  | |

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