



The
Listening
Centre

CHIEF EXECUTIVE OFFICER

Vision: A society where mental wellbeing is foundational to a healthy community, and psychotherapy is accessible to all.

Mission: We provide affordable, professional, and safe face-to-face and online psychotherapy and counselling.

In 2023, we supported 190 people across Oxfordshire with 1,894 therapy sessions, and in 2024, we secured over £35,000 in grants. Our team includes 10 qualified counsellors and 14 trainees who support ~70 clients at any time, offering 26-session counselling programs to foster long-term change.

We are looking for a passionate, strategic leader to join our team as CEO and guide us as we provide a space for people to be heard, understood, and supported.

KEY INFO

- **Role: Chief Executive Officer (CEO)**
 - **Reports to: Board of Trustees**
 - **Location: Remote** (occasional meetings in Oxford)
 - **Hours: 35 hours per month** (approx. 8-9 hours per week)
 - **Salary: £30 per hour** (subject to annual review)
 - **Terms: Freelance, part-time**
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- **Application Deadline: 31 January 2025 (applications may close earlier)**

How to Apply

Send your CV and a brief cover letter (max 2 pages) outlining your skills and motivation to: mariehooper@thelisteningcentre.org.uk.

ABOUT THE ROLE

Key Responsibilities

- Develop and implement strategy with the Board of Trustees.
- Ensure compliance with Charity Commission policies.
- Represent The Listening Centre (TLC) externally, building relationships with stakeholders to support our mission.
- Oversee fundraising systems and support income generation efforts.
- Lead financial oversight, including payment approvals, financial reviews, and budget preparation.
- Manage organisational policies, procedures, and staff.
- Oversee clinical, operational, fundraising, and administrative functions.
- Lead quarterly Community meetings and other events.

Essential Requirements

- Degree-level education (or equivalent).
- Experience in charity governance, risk, and compliance.
- Strong leadership and people management skills.
- Financial management experience, including budget oversight.
- Knowledge of mental health and counselling practices.
- Experience working with external funders and partners.
- Strong communication, organisational, and IT skills.
- Commitment to TLC's mission and values.
- Ability to motivate and collaborate with staff and volunteers.
- Strategic thinking and project management capabilities.

Desirable Skills

- Recognised counselling qualification.
- Experience in the charity sector.
- Proven success in writing fundraising bids and project proposals.

We are committed to fostering an inclusive culture and encourage applications from candidates of global majority backgrounds, those with disabilities, and those with lived experience relevant to our mission.

TLC Organisational Chart:

