Work for LANCASHIRE WOMEN

Registered Charity: 1100976

Job Title:
Trainee PWP

Closing Date:
Tuesday 1st December



Who We Are

Lancashire Women are a leading charity with the core vision of creating a Lancashire where all women are valued and treated as equals.

With over four decades of experience, Lancashire Women work from our mainly women centres to provide safe, dedicated space for women across the county. We bring together a number of services under one roof- all designed to support women who at any one time may be dealing with a range of issues including: social isolation and exclusion, homelessness, poverty, mental ill-health, or offending behaviour.

Our services are available to all women, but in particular we work with those who find themselves in situations which can increase their vulnerability or place them at significant risk of harm - and who are often facing multiple and complex needs.

Our Values

We believe our values need to be translated from the ideals we profess into tangible behaviours which can be operationalised and measured. This way, our teams know and understand how best we can achieve the outcomes and change for the women we work with. Our commitment is to ensure everyone in LW knows and understand the part they have to play and how they can bring our values into their work.

Empower

We work to build on the strengths that all women & girls have, so that they can become more confident; especially in controlling their own life and claiming their rights.

Non-judgemental

We accept each woman exactly as they are and genuinely make no moral judgement about their situation.

Collaborative

We try to be real with all the women & girls we work with so they can have choices about their lives, knowing that they will need courage to make changes that will benefit them and those around them.

Creative

We know we learn more and can achieve more when we work together.

Honest

Creative in our approach to supporting women & girls and seeking solutions with them for the challenges.

About This Role

Job Title: Trainee PWP

Reporting to: Team Lead

Salary: SP22 £25,944 per annum

Hours: 37 hours per week

Location: Burnley

Contract: 12 months

Number of roles: 3

Overview

Trainee PWPs will work within the Talking Therapies service providing psychological wellbeing practitioner-level interventions, including a range of cognitive behavioural therapy (CBT) based self-management tools and techniques. The PWP will work with clients with mild to moderate anxiety and depression on a 1:1 basis and within group work. The role requires flexibility and keen attention to detail with the ability to manage a set caseload.

As a training role, this role requires a high level of organisation, a desire to learn and dedication to juggle the demands of both active work and study, with days spent in university included as part of the post-holder's working hours but additional required study and reading to be managed in their own time.

Roles & Responsibilities

Therapeutic Service

- Once approved by the training provider, provide 1-1 therapy sessions and small group delivery in line with the PWP low-intensity CBT-based interventions as appropriate in Lancashire Women premises or at outreach venues across Lancashire through various methods including telephone, video and face-to-face appointments
- Once approved by the training provider, undertake initial assessments which identify areas where the person wishes to see change and or recovery and makes an accurate assessment of risk to self and others
- Implement standards of good practice, adhering to the BABCP Standards of Conduct, Performance and Ethics and the BACP ethical framework
- Ensure equality of opportunity and standards of client care are met
- Respond positively to women or men who present at any place of work in crisis or with a safeguarding concern
- Operate within the boundaries of the organisation's safeguarding policy, seeking support where required to ensure clients are safeguarded and risks and concerns reported appropriately
- Work as part of a team toward achieving the KPIs set by the programme, including other teams as required by our funders

Record keeping & Reporting

- Use administrative, statistical and recording systems effectively ensuring good practice with regard to any sensitive, confidential material, adhering to data protection regulations and the organisation's information security policies and procedures
- Ensure data quality and accuracy are maintained at all times and all data is input within the time frames set
- Ensure all interactions with clients are recorded appropriately with keen attention to detail

Personal Responsibilities

- Ensure required attendance to the training provider's training days
- Complete all course work to a suitable standard to pass the course, ensuring all work is submitted by set deadlines
- Comply with all terms and conditions of acceptable behaviour and conduct outlined by the training provider
- Ensure that required standards of health and safety are maintained where ever working and conduct risk assessments as and when required.
- Avoid lone working unless necessary precautions and risk assessments are completed
- Work with colleagues to ensure a smooth journey for clients from point of contact through to recovery
- Attend staff team meetings and mental health team meetings on a regular basis, and attend regular structured supervision sessions with the Clinical Supervisor and Case management with the Team Lead
- Undertake appropriate training opportunities in consultation with the Clinical Lead
- Relate positively to other team members and volunteers
- Work flexibly as and when required and to support other team members as needed

General Requirements

- Continually seek to advance own professional skills and the business as a whole, identifying opportunities and areas for improvement
- Act as Lancashire Women brand ambassador
- Use CRM systems to ensure efficient analysis and storage of information
- Adhere to and keep up to date with GDPR regulations, information security policies and procedures and relevant practitioner codes of conduct
- Ensure that standards of health and safety are maintained
- Work flexibly as and when required and to support other team members as needed
- Uphold the policies and ethos of Lancashire Women at all times
- Carry out such other duties as may be required in line with the nature of the post

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service, and in keeping with the general profile of the post.

Person Specification

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Qualifications		
1.1	PWP post graduate certificate or Level 3 undergraduate course completion	Essential
Past Duties		
2.1	Evidence of working with people who have experienced a mental health problem	Essential
2.2	Working in primary care services	Essential
2.3	Delivering groups	Essential
2.4	Worked in a service where agrees targets were in place, demonstrating clinical outcomes	Essential
Skills & Knowledge		
3.1	Able to manage own case load and time	Essential
3.2	Able to write clear reports and referral letters	Essential
3.3	Excellent verbal and written communication skills	Essential
3.4	Confident and competent in using Microsoft Office and other related software	Essential
3.5	Able to develop good therapeutic relationships with clients	Essential
3.6	Ability to be self reflective, while working with service users in own personal and proffessional development and in supervision	Essential
3.7	Understanding of anxiety and depression and how it may present in primary care	Essential
3.8	Knowledge of the issues surrounding work and the impact it can give in mental health	Essential
3.9	Knowledge of medication used in anxiety and depression and other common mental health problems	Essential
3.10	Understanding of the need to use evidence based psychological therapies and how it relates to this post	Desirable
Personal Attributes		
4.1	Highly enthusiastic and motivated	Desirable
4.2	Ability to work within a team and foster good working relationships	Essential
4.3	Car driver and or ability and willingness to travel to locations throughout the organisation	Essential

Employee benefits include:

- A chance to work in a rewarding, ethical and agile environment where every day you are making a genuine difference to the lives of women and girls across Lancashire.
- Employer Pension Scheme.
- Wellbeing support.
- Access to range of support services such as money advice etc.
- Flexible working/work life balance.
- Access to a healthcare plan.
- Birthday day off every year.
- Childcare vouchers/ salary sacrifice.
- An opportunity to work in an Organisation where you are truly valued and integral to our every day operations.
- Be involved in an organisation which puts service users and co design at the centre of all we do.

What our team think:

- *'I began to volunteer and immediately felt at home. I changed my study plans and applied for the role.'*
- *'I joined as a volunteer which opened the opportunity for a paid role. I wanted to be part of the support LW offers to make the difference in society, and have not looked back. LW offers great flexibility and home work life balance.'*
- *'I had heard about LW so many times and not once was there a negative comment. This prompted me to see what they were about and i must say i am not disappointed.'*
- *'Team work is the core. We are supportive of each other, pro-active and work well together'*

Apply now!

https://lancashirewomen.org/about-us/careers

To apply, please complete our application form -

Recruitment – Application form

Got a question about this role?

Please email us at:

recruitment@lancashirewomen.org

Closing Date: 01/12/2026

Interview Date: W/C 14/12/2026



Help make a difference to the lives of women across Lancashire.