# Candidate Guidance Note

Position: Counselling Coordinator – The WELL-Bean (Crisis) Café  
  
Thank you for your interest in joining PIPS Hope & Support!  
  
We’ve created this guide to help you through your application. Please read it carefully and feel free to get in touch if you have any questions.

## What’s in the Application Pack?

- Job Description & Person Specification

- Application Form

- Equal Opportunities Monitoring Form

## Key Things to Know

### 1. How to Apply

• Applications must be submitted using our official application form.  
• CVs will not be accepted.  
• If you need extra space, feel free to attach additional pages (clearly marked).

### 2. Submission Deadline

Deadline: Friday 18th April 2025 at 12 noon  
Late applications cannot be accepted.  
Please return your application to:

Email: [manager@wellbeancafe.org](mailto:manager@wellbeancafe.org)

Or post to:  
Services Manager – The WELL-Bean Café  
PIPS Hope & Support  
50 Mill Street  
Newry  
Co. Down  
BT34 1AG

### Tips for Completing the Form

• Read the Person Specification carefully – your application will be scored against it.  
• Give clear examples of how you meet each of the essential and desirable criteria.  
• Don’t leave out voluntary work – it’s just as valuable!

## Safeguarding & Access NI

This role involves working with vulnerable individuals and is subject to an Access NI enhanced check.  
  
Having a criminal record will not automatically exclude you – we assess each case fairly and confidentially.

## Equal Opportunities

We’re committed to building a diverse, inclusive team. Please complete the Monitoring Form – it’s confidential and will not be used in recruitment decisions.

## Accessibility

If you require this pack in a different format (e.g., large print) or need adjustments during the recruitment process, please let us know at [manager@wellbeancafe.org](mailto:manager@wellbeancafe.org)

## Data Protection

Your data will be handled in line with UK GDPR. If you are not successful, your application will be securely deleted after one month.

## Need Help?

If you have any questions, please contact us at:  
Email: [manager@wellbeancafe.org](mailto:manager@wellbeancafe.org)   
Tel: 028 3026 6195  
  
We look forward to hearing from you and wish you the best of luck!