



Application Information for Events and Development Manager (10 months Maternity Cover)

The Association of Child Psychotherapists (ACP) has a vacancy for a fixed term Events and Development Manager (part-time) to provide maternity cover for the current postholder.

The ACP is at an exciting stage of development and the post holder will play a key role in organising events and helping to build our profile and influence. Reporting to the Chief Executive and working closely with the Director of Scientific Development, the post holder will be responsible for developing and organising events, publications and clinical networks that support the scientific and professional life of the ACP and promote child and adolescent psychoanalytic psychotherapy to the public, professionals and policy makers.

The current post-holder is going on maternity leave so we are looking to appoint a highly motivated and organized individual to cover this role for 10 months. You should have some previous events management experience, excellent communication skills, a sensitive and friendly manner in dealing with both the public and members of the association, a basic understanding of and belief in the value of child psychotherapy and a capacity to work autonomously. Because of the sensitive nature of some of the work, the successful applicant will need to undergo a Disclosure and Barring Service (DBS) check.

The post holder will be working in an office alongside professional and friendly colleagues in our offices in Borough and will also liaise with Directors and other members of the ACP across the UK. We are a small team with a big responsibility as the accredited register for child and adolescent psychotherapists in the UK and as a result we are passionate about our work. If you are an active-minded and committed person who would like to join a team dedicated to protecting the public and supporting child and adolescent psychotherapy, we would love to hear from you.

The post is part-time 21 hours a week. A salary of £21,600 per annum (£36k pro-rata) is offered with a 6% employer (2% employee) pension contribution. Annual leave is 28 days a year pro-rata, plus bank and other statutory holiday. The post is available immediately.

This brief contains the information you will need to make an application for this post. However, if you have questions or for an informal conversation about the post, please contact our Chief Executive, Nick Waggett on 020 7922 7751.

How to Apply

Application is by CV and a supporting statement outlining why you believe yourself to be suitable for the role. Please provide evidence of your achievements against the job description of the person specification and be sure to include your full contact details including daytime and evening telephone numbers. Also include contact details of two references (one of which should be your current or last employer). However, we will not contact referees without your prior permission. Please also confirm your willingness to undergo a DBS check or inform us if you already have one.

Please email your application to Lydia Gilbert at admin@childpsychotherapy.org.uk

The closing date for applications is **Thursday, 20th February 2020** and interviews will be held on Thursday, 27th February 2020.

About the Association of Child Psychotherapists (ACP)

The Association of Child Psychotherapy (ACP) is the professional body for psychoanalytic Child and Adolescent Psychotherapists in the UK. It is an accredited register of the Professional Standards Authority (PSA) and is responsible for regulating the training and practice standards of child and adolescent psychotherapy across the public and private sectors. It was established in 1949 and has nearly 1000 members working in the UK and abroad. Child and Adolescent Psychotherapists who have qualified at one of the ACP recognised training schools are eligible for full membership of the ACP, which enables them to work with children, parents and families in a range of settings.

In becoming members of the ACP, Child and Adolescent Psychotherapists commit to maintaining the highest professional and ethical standards in the conduct of their work. Our primary role as a professional body under the PSA is to ensure these standards continue to be met and to take appropriate action if they are not. This is our protecting the public function. We are also concerned to ensure everyone who requires the highly skilled care provided by Child and Adolescent Psychotherapists can access this when and where needed. This is our promoting the profession function. By meeting these two functions the ACP works to ensure that the highest quality services are provided to the infants, children, young people and families who need it most.

The ACP opposes any discrimination of any kind. This includes, but is not limited to, any discrimination on the basis of age, race, gender, ethnic origin, religious belief or sexual orientation.

For further information about the ACP, please visit our website: www.childpsychotherapy.org.uk

Job Description

Objectives of the role

The Events and Development Manager will be responsible for organising and managing events for members, the public and key people in government and healthcare service delivery, commissioning and training settings, and will assist in developing the profile and influence of the Association as part of the communications strategy set by the Board.

The post holder will report to the Chief Executive and will work closely with the Director of Scientific Development. They will liaise with the Chair and Directors, other members working as officers of the ACP and the Business Manager. They will be supported by the Administrative Officer.

Key duties will include:

- Organising and managing a programme of events, conferences and training that meet the strategic aims of the ACP including:
 - Providing professional and scientific development for ACP members
 - Providing education and information to professionals, parents and carers
 - Promoting psychoanalytic psychotherapy with infants, children, young people and families;
 - Raising the profile of the Association of Child Psychotherapists and its members with policy makers and service commissioners and providers;
 - Raising income in support of the running of the ACP as an organization.
- Planning and organising the ACP's annual conference in collaboration with ACP members and the Scientific Development Committee.
- Liaising with Directors and committees to identify topics and themes that can be addressed through the events and training programme.
- Exploring the potential for online learning for child psychotherapists and other professionals.
- Supporting the development of Supported Clinical Networks of ACP members working within specialist clinical areas.
- Editing and producing the ACP's Bulletin for members that is printed three times per year.
- Helping to develop the ACP's website to provide information for member and the public.
- Collaborating and developing relationships with partner organizations in the field of psychoanalysis and child and adolescent mental health.
- Contributing to the organisation, management and administration of the ACP alongside colleagues.
- Other duties commensurate with the nature of the post.

Person Specification

Essential:

- Qualification to degree standard or equivalent experience (minimum three years)
- Previous experience of organising events
- Capacity to develop, plan and deliver projects from proposal to delivery
- Capacity to deliver events on time and within budget
- Capacity to market events effectively to appropriate audiences
- Capacity to gather and make use of feedback on events
- Willingness to learn and apply skills needed to develop the ACP's website
- Creative person willing to put forward ideas for the development of ACP projects and member support
- Leadership skills in order to provide direction for development of projects and profile-raising activities for the ACP
- Excellent organizational skills and ability to meet agreed targets and deadlines
- A personable and mature-minded individual with a capacity to think under pressure and maintain & uphold the boundaries of confidentiality that some of the work will demand
- Self-motivated calm person
- Good/excellent computer skills
- Ability to work independently.
- Good interpersonal skills for dealing with and developing relationships with the public and registrants
- Very good/excellent written & oral communication skills
- Ability to create and maintain records and documentation in support of the work
- Willingness to travel when needed

Desirable:

- A basic understanding &/or regard for mental health in young people
- Interest in child psychoanalytic psychotherapy
- A knowledge of CiviCRM and Drupal

Terms & conditions of employment:

- The post is part-time 21 hours a week. The office hours are normally 9am to 5pm but flexible working is supported. Due to the nature of the post and timing of events the person may be required to work outside these hours.
- A salary of £21,600 per annum (£36k pro-rata) is offered with a 6% employer pension contribution (and 2% employee contribution).
- Annual leave is 28 days a year pro-rata, plus bank and other statutory holiday.
- The post is available for 10 months.
- Employment is subject to satisfactory personal & professional references and DBS check.