



The Association of Child Psychotherapists

CAN Mezzanine, 32-36 Loman Street, London, SE1 0EH

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www.childpsychotherapy.org.uk

Freelance Minute Taker

We are recruiting for a freelance Minute Taker to provide a professional, proactive, business administrative service within the Association of Child Psychotherapists (ACP). We anticipate that the minute taker would be self-employed and charge for hours worked based on attendance at meetings and time taken to write up subsequent minutes. We calculate that for each hour of a meeting there would be an allowance of two further hours per write-up. The hourly rate would be £12.50.

The Minute Taker will primarily focus on providing support to the Board of Directors and five main committees of the organisation. Most committee meetings take place on the third Friday of the month so it would be essential that the minute taker would be available on that day. We envisage that there will be on average 6 - 8 hours of meetings per month....so in the region of 18 – 24 hours of employment.

About the Association of Child Psychotherapists (ACP)

The Association of Child Psychotherapists is the main professional body for psychoanalytic child and adolescent psychotherapists in the UK. It is responsible for regulating the training and practice standards for its members and registering its members on a publicly accessible register, accredited by the Professional Standards Authority. Established in 1949, it has around 900 members working in the UK and abroad. Most of its members work in NHS settings but there are now increasing numbers in private practice.

Child and adolescent psychotherapists who have qualified at one of the ACP's five recognised training schools are eligible for full membership of the ACP, which enables them to work with children in a range of settings.

The ACP is largely run by its members. It has recently gone through an organisational restructure in which it has become a private company limited by guarantee. It has a Board of Directors, consisting of six elected ACP members as Executive Directors, one of whom is the Chair, and two child psychotherapists and three lay members as Non-Executive Directors. There are now five directorates: Professional Standards, Training Council, Scientific Development, Operations and Liaison and Media and Communications.

The ACP has two main functions: one is to protect the public through its regulation of practice and standards and the other is to promote the profession and the work of child and adolescent psychotherapists.

What we are looking for:

The post holder will have proven minute taking skills, a willingness to ask for clarification if required and some understanding of the work of a regulatory professional body. Excellent IT skills are a must, as are good organisational skills and a methodical approach to work.

Communication Skills

It is anticipated that the post-holder will have highly developed communication skills and

- Can convey oral and written information in a clear and unambiguous way
- Is able to actively listen to others
- Can present information in a clear and structured way
- Can create and maintain a dynamic rapport with committee members and the operations manager

Personal Qualities

The following qualities will be required:

- Proactive
- Task orientated
- Attention to detail
- Assertive
- Adaptable
- Enthusiastic and energetic

If you would like to discuss this minute taking role please contact Morwenna O'Brien, Operations Manager on 0207 892 7752 or email opsmanager@childpsychotherapy.org.uk. To apply for the role, please send your CV with a supporting statement about why you are interested in the role to opsmanager@childpsychotherapy.org.uk.

Closing date: 27th September 2017, 5pm

The ACP is an equal opportunities employer.

The ACP is committed to equality and value diversity. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.