

**PSYCHOANALYTIC PSYCHOTHERAPY ASSOCIATION (PPA)**

**TRAINING CO-ORDINATOR - JOB DESCRIPTION**

**Purpose of the job:**

- to ensure the efficient and effective professional administration of the BPF's 'Psychoanalytic Psychotherapy Association' (PPA) Training activities
- to work closely with the appropriate office staff, chairs and members of committees, teaching staff and trainees

**Reports to:** BPF Chief Executive (and Chair of PPA Training Committee)

**Responsibilities**

1. Establish appropriate professional relationships with a wide variety of people recognising their roles and needs, including members of the public, Chairs and members of committees, clinicians, teachers, and trainees
2. Develop and provide efficient administrative procedures that are accurate, confidential where necessary and fit for purpose
3. Maintain accurate and up to date records and files securely
4. Initiate and respond to requests from committee members to maintain the annual rhythm of training events and activities throughout the year in a timely fashion, learning from experience and refining procedures as necessary.
5. Provide a link between the BPF's office staff and the committee members
6. Be responsible for processing all payments from trainees and to teachers and tutors.
7. Attend and service key committee meetings, sending out Agendas in liaison with the Chair, taking minutes and distributing all documents in a timely fashion.
8. Be actively involved in the marketing and promotion of the Training at regular events, advertising campaigns or by individually responding to members of the public.
9. Working closely with the Chair of Selection to provide detailed administrative support to all aspects of dealing with enquiries from the public to processing formal applications for training
10. Work closely with the Curriculum Lead to provide detailed administrative support to all aspects of finding teachers, issuing contracts, providing termly schedules to trainees, distributing reading lists, requesting and receiving and distributing reports.
11. Work closely with the Chair of the Training Committee in all aspects of the Training work

12. Provide detailed administrative support to the Post Qualification Course Committee
13. Provide detailed administrative support to the Training Therapists and Supervisors Committee.
14. Preparedness to attend occasional evening meetings (usually 8 a year) and occasional Saturdays with agreed time off in lieu
15. Organise several annual events including publicity or invitations, refreshments, speakers etc.
16. Draw on and supervise the work of an office assistant when the volume of work requires it
17. Any other activities deemed appropriate by the CEO and Chair of the Training Committee
18. To adhere to BPF policies and procedures.

### **Person Specification**

#### **Essential experience**

An experienced administrator, with at least 5 years in a client/customer-orientated role, ideally in a training, education or membership support environment.

#### **Essential qualities :**

A good level of general education.

Excellent verbal and written communication skills, including the ability to write letters to a wide range of professionals and take effective minutes

Excellent IT Word/Excel skills including efficiency, accuracy, speed and creative solution-based methods

Warm, confident interpersonal manner that is professional and but also sensitive and discrete

Able to understand the complexities of working in a membership organisation run jointly by paid staff and professional members working in a voluntary capacity

Excellent organisational planning and time management skills.

Able to work independently and be proactive as well as able to exercise judgement about when to ask for help or draw on colleagues' expertise.

Be methodical with good attention to detail

Able to use their initiative and continue to think under pressure or when faced with sensitive interactions.

#### **Desirable knowledge / experience:**

Have some knowledge of higher education or healthcare professional training, including possibly psychotherapy or counselling

Higher-level IT skills e.g. database management, social media

Ambitious, interested to develop career further in a training or education or membership body context