

job description

training co-ordinator (*bpf*/IPCAPA)

location: **London**
hours: **35 hours/week**
salary: **£ 25,574 - £ 28,276 (band c - points 11-14)**
contract: **permanent**

purpose of this position

To provide efficient and effective professional administration and high quality support for the *bpf*'s Independent Psychoanalytic Child and Adolescent Psychotherapy Association's (IPCAPA) doctoral training, professional development activities and courses. IPCAPA is one of the four professional and training associations within the British Psychotherapy Foundation (*bpf*) and focusses on the field of psychotherapy with children, young people and their families.

Reports to: IPCAPA Business Manager

Works closely with: *bpf*/IPCAPA Head of Training and Business Manager, IPCAPA/*bpf* staff, committee members involved in delivering the training, as well as external organisations such as our academic partners, the Association of Child Psychotherapists and NHS funders.

responsibilities

1. To provide effective and efficient professional administrative support for the IPCAPA activities, particularly those that relate to the doctoral training.
2. To liaise closely with the Head of Training, Business Manager and Chair of the IPCAPA Executive regarding all aspects of the IPCAPA activities, including, but not limited to, all training related administration, correspondence, committee minutes, annual selection/progression/qualification of trainees and updating and production of the course Handbook, liaising with Anna Freud National Centre for Children and Families/University College London and other matters relating to the training.
3. To liaise with the IPCAPA Business Manager to ensure reports and information systems are updated and submitted at the agreed times and provide high quality administration support for the trainee clinical placements.
4. To sensitively, respectfully and effectively deal with telephone and email enquiries for IPCAPA based on a clear understanding and knowledge of the training, membership issues and courses offered.
5. To process training applications in conjunction with the Head of Training; to co-ordinate the annual selection including, but not limited to, processing applications for training, requesting and receiving & forwarding

references, advising candidates of interview dates within agreed deadlines and the co-ordination of the selection day.

6. To attend and service the monthly Training Advisory Group (TAG) and other relevant committees, including providing agreed agendas, taking accurate minutes and distributing all relevant paperwork in a timely fashion.
7. To liaise with teaching staff particularly in relation to engaging the theory and clinical seminar teachers, compilation and submission of teaching programmes, reading lists and dissemination and submission of feedback forms. To co-ordinate Seminar Leader and trainee feedback and circulate it to relevant members of teaching staff.
8. To liaise with IPCAPA seminar organisers and leads to arrange meetings and groups for trainees, and to prepare and circulate reading lists to trainees well in advance of the end of each term.
9. To liaise with trainees/students, supervisors, progress advisors, year tutors and other relevant staff efficiently as required to:
 - maintain trainees' files
 - corresponding with intensive case supervisors when a trainee takes a new patient and liaising with them regarding ongoing clinical and final reports
 - corresponding with the service supervisors in the clinical NHS placements on the commencement and progression of trainees
 - collating and distributing all course material promptly
10. To process and monitor all bursaries to students and claims from teachers/supervisors.
11. To ensure information systems, databases, spreadsheets and reports are updated and submitted promptly, as required.
12. To coordinate and attend the 4 evening meetings of the mid term review of trainees, the annual clinical graduation ceremony and bpf open day and annual general meeting, with agreed time off in lieu.
13. To assist and work with the staff in marketing and publicising the IPCAPA activities of the **bpf**.
14. To provide general administrative support alongside other **bpf** colleagues, including, but not limited to room bookings, answering the telephone and ordering supplies.
15. To promote equal opportunities within the **bpf**.
16. To liaise with the other **bpf** training coordinators and administrators in order to deliver effective training and education services
17. To undertake such other tasks as may from time to time be agreed.

person specification

essential:

- Good level of education.
- An experienced and professional administrator with at least 5 years experience, ideally in a training/educational environment.
- A warm, confident interpersonal manner that is professional but also sensitive and discreet.
- Excellent verbal and written communication skills, including the ability to draft letters and other communications to a wide range of professionals and take accurate minutes.
- Ability to deal appropriately and effectively with telephone and email enquiries.

- Excellent IT Word/Excel skills, including efficiency, accuracy and speed.
- Highly developed ability to present information/documents to a high standard.
- Highly developed communication skills.
- Excellent organisational planning and time management skills.
- Experience of servicing committees and taking accurate minutes of meetings.
- Commitment to and understanding of the importance of confidentiality.
- Highly developed database skills.
- To be flexible and solution focussed at times of high work demands.
- Commitment to and understanding of equality and diversity issues.
- Understanding of and commitment to the aims and objectives of the *bpf*.
-

desirable:

- Knowledge of training and/or education setting.
- Knowledge of/or interest in child and adolescent psychoanalytic psychotherapy.