

job description

training co-ordinator (*bpf*/IPCAPA)

location: **London**
hours: **35 hours/week**
salary: **£ 22,525 - £ 28,276 (band c - points 8-14)**
contract: **permanent**

purpose of this position

To provide efficient and effective administration of the *bpf*'s Independent Psychoanalytic Child and Adolescent Psychotherapy Association (IPCAPA) training, membership and courses. IPCAPA is one of the four professional and training associations within The British Psychotherapy Foundation (*bpf*). Within the *bpf* IPCAPA is the single association that focuses on the field of psychotherapy with children, young people and their families.

Reports to: IPCAPA Head of Training

Works closely with: *bpf*/IPCAPA Head of Training and Business Manager, *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 administrative support for the IPCAPA services of the *bpf*, particularly those that relate to the training.
2. To liaise closely with the IPCAPA Head of Training, IPCAPA Business Manager and Chair of the IPCAPA Executive regarding all aspects of the IPCAPA services, including correspondence, committee minutes, annual updating and production of Handbook, liaising with Anna Freud National Centre for Children and Families and other matters relating to trainees.
3. To liaise with the IPCAPA Business Manager to ensure reports are submitted at the agreed times and the administration is in place for 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 trainings, 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 liaise with the Training Advisory Group and other relevant committees and to service meetings, as necessary.
7. To liaise with teaching staff particularly in relation to compilation and submission of reading lists and dissemination and submission of feedback forms. To co-ordinate Seminar Leader and trainee feedback and circulate it to relevant members of IPCAPA Training Advisory Group.
8. To liaise with IPCAPA Seminar Organisers and Leaders 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 and other relevant staff efficiently as required:
 - maintaining trainees' files records
 - corresponding with intensive case supervisors when a trainee takes a new patient and liaising with them regarding ongoing clinical and final reports
 - collating and distributing all course material promptly
10. To liaise with other training coordinators and administrators in order to deliver effective training and education services.
11. To process and monitor all payments from students and to teachers/supervisors.
12. To ensure forms and reports are submitted promptly, as required.
13. To coordinate and attend open evenings/days, graduation ceremonies and other relevant events.
14. To assist and work with the staff in marketing and publicising the IPCAPA services of the *bpf*.
15. To promote equal opportunities within the *bpf*.
16. To undertake such other tasks as may from time to time be agreed.

person specification

essential

- Ability to deal appropriately and effectively with telephone and email enquiries.
- Highly developed word-processing skills.
- Highly developed ability to edit and format documents.
- Highly developed database skills.
- Highly developed communication skills.
- Ability to prioritise and execute tasks to agreed timelines.
- Experience of servicing committees.
- Ability to take accurate minutes of meetings.
- Commitment to and understanding of the importance of confidentiality.
- Commitment and understanding of equality and diversity issues.
- Understanding and commitment to the aims and objectives of the *bpf*.