

Chief Executive Officer (2 year fixed term contract)

Purpose of this position

Jointly with the Board of Trustees to lead and develop the *bpf* as a robust professional organisation with a national and international reputation. To manage the strategic objectives associated with providing treatment to the public, comprehensive support to *bpf* members, and the promotion of the education and training of future Psychoanalytic and Psychodynamic Psychotherapists, Jungian Analysts and Child and Adolescent Psychotherapists.

Reporting to: Chair of the Board of Trustees

Responsible to: The Board of Trustees for the effective leadership of staff and the delivery of the *bpf*'s activities in pursuit of agreed policies.

Purpose of the post

In association with the Board of Trustees to:

- Provide vision, leadership and direction.
- Develop communication across the whole of the *bpf* (trustees, committees, membership and staff) to help the delivery of strategic objectives.
- Formulate and ensure the implementation of the *bpf*'s business plans, policies and strategies.
- Monitor, evaluate and deliver successful organisational performance.
- Ensure effective, efficient and economic use of resources, human, financial and physical assets.
- Develop strategic relationships with relevant organisations and agencies regionally and nationally.
- Develop the corporate image of the *bpf*.

Main responsibilities

- To ensure implementation of the decisions of the Board of Trustees.
- To develop constructive and supportive ways of working with the staff team, manage their performance, monitor results and evaluate the overall quality of work.
- To provide guidance and advice to the Board of Trustees to enable the *bpf*'s policies to follow a clear strategic direction and take into account any associated risk.
- In collaboration with the Finance Director, to be responsible for the financial performance of the *bpf* and work closely with the trustees and staff to ensure that targets are met.
- Act as one of the 'public faces' of the *bpf* in promoting and furthering its values in all relationships, both externally and internally.
- To ensure that the *bpf* meets its regulatory and legislative responsibilities.

Focus for the 2-year period

The accompanying letter from the Chair of the *bpf* sets out the current view of the key points of focus for the next 2 years.

Person specification

(E) = essential (D) = desirable

Knowledge

- Degree or equivalent, preferably in a related discipline (D)
- Understanding of the health and social care sectors and the place of psychotherapy within these (E)
- How the legal and constitutional responsibilities of a not-for-profit organisation and charity are met (E)
- Current developments in information and communications technology (ICT) and how it can be used to effectively meet the needs of a modern training environment (D)
- Property and facilities management issues (D)
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Experience

- At least 5 years relevant experience at senior level in a similar organisation or in a related field (E)
- Working with and reporting to a board of trustees and in promoting good governance (E)
- Managing significant budgets - on time, within budget and to expectations (E)
- Successfully developing and sustaining services and developing new ideas (E)
- Promoting equality and diversity in service delivery and employment practice (D)
- Developing quality assurance in the delivery of training and clinical services (D)
- Implementing technological change (e.g. e-learning, blended learning) in delivering training, courses, events and clinical services (D)

Skills

- Excellent leadership and management skills and the ability to enthuse, motivate and develop teams to achieve goals and deliver results (E)
- A proven record of financial, strategic and operational leadership (E)
- Strong interpersonal, communication, influencing and negotiation skills (E)
- Proficiency in writing cogently and persuasively (E)
- Diplomacy and tact to build trust and working together across a complex organisation (E)
- Project team leadership (D)

Personal style and behaviour

- Personal drive, energy, integrity, adaptability and responsibility.
- Sensitivity to working with a membership organisation with high levels of voluntary input.
- Commitment to performance and accountability.
- Willingness to work at evenings and weekends and to travel.

Terms and conditions

The post of Chief Executive is offered on a salary range of £60-65k. The starting point and pension arrangements will be discussed with the successful candidate. Holiday entitlement is 33 days plus bank holidays. Working hours are 35 per week although a certain amount of additional evening and weekend working is expected in a post at this level. There is a 3% employer pension contribution.