***BRITISH PSYCHOTHERAPY FOUNDATION***

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| Job Title | Training Administrator |
| Department | IPCAPA |
| Salary | £26,000-£28,000 per annum |
| Hours | Full time: 35 hours per week, may include occasional evenings and weekends (time off in lieu given) |
| Location- Hybrid working | Combination of bpf’s offices at 37 Mapesbury Road, Kilburn, London NW2 and homeworking |
| Responsible to | Business Manager |
| Jo Purpose | To ensure the efficient and effective professional administration of the ***bpf***’s training activities. |
| Introduction to the BPF | The bpf is one of the largest psychotherapy membership and training organizations in Europe.  We offer excellent benefits and a supportive, open workplace culture. |
| Key Colleagues | ***bpf*** staff  Training Directors and Senior Tutors  Business Manager  Teaching staff  Trainees |

***Major responsibilities***

* Establish appropriate professional relationships with a wide variety of people, recognising their roles and needs, including members of the public, Training Directors, Business Manager, Senior Tutors, Clinicians, Service Supervisors, Intensive Case Supervisors, Seminars Leaders, Analysts and Trainees.
* Develop and provide efficient administrative procedures that are accurate, confidential where necessary, and fit for purpose.
* Maintain accurate and up to date records and files securely across the training.
* Provide administrative support to the Business Manager in maintaining the annual rhythm of training events and activities throughout the year in a timely fashion, and refining procedures as necessary.
* Be responsible for processing all payments including bursary payments to trainees and payments to seminars leaders, supervisors and tutors.
* Attend and minute core staff meetings, sending out agendas in liaison with the Training Director &/or Senior Tutors.
* Work in collaboration with the Business Manager to 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.
* Working closely with the Training Director & Business Manager, provide detailed administrative support for the annual selection process from handling enquiries from the public, arranging various interviews, requesting references, through to maintaining reports and various other documents for the selection process.
* Work with the training director to handle ACP Training Therapist queries and processing applications to be sent to ACP for approval. Maintaining the ACP list of approved training analysts.
* Work with the bpf and UCL librarians on gathering reading lists in a timely and productive manner.
* Work closely with the Training Director& Business Manager to provide detailed administrative support to all aspects of the training including but not limited to : confirming seminar leaders, issuing contracts and POs, handbook updates, providing termly timetables and schedules to trainees, distributing reading lists, requesting/receiving/distributing reports for various reviews across the year, and setting up online seminars.
* Work closely with the Training Director& Business Manager in all aspects of the training work, including but not limited to managing training resources, updating training policies, collating documentation, and information for re-accreditation of trainings.
* Support the EDI Lead and Business Manager in the detailed administration of the NHSE EDI Bursaries process including processing applications, setting up interviews, issuing notifications to successful bursary applicants.
* Work alongside the *bpf* Admin team to provide detailed admin support. The post holder will be included in the monthly admin team meetings and be part of the duty rota.
* supporting seminar leaders with IT and with setting up screens and IT equipment on in person training days as needed.
* Work closely with counterparts at Anna Frued to work on various aspects of the training including, student registration, attendance records, exam board documentation, maintenance of learning manager system (moodle)
* In collaboration with the Business Manager, maintain regular communication and close working relationships with external partners like Anna Frued, UCL and accrediting organizations like ACP, to ensure smooth working across various areas of the training.
* Organise several annual events, publicity or invitations, refreshments, speakers etc.

**General**

* Any other activities deemed appropriate by the CEO and Office Manager.
* Adhere to *bpf* policies and procedures.

This job description is intended as a guide and is not an exhaustive list of the duties and responsibilities of this role. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

This job description and person specification may be subject to review from time to time in conjunction with the postholder.

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**Person Specification –Training Administrator**

**Qualifications**

* A standard pass or above in both Mathematics and English at GCSE level;
* Two A levels or a vocational qualification at level three; or
* Have gained an equivalent level of learning through work experience.

**Experience**

* Significant experience in an administrative role, preferably in a client/customer-facing environment, and ideally in a training, education, or membership setting.
* Knowledge of higher education or professional healthcare training, in relation to psychotherapy or counselling, desirable.
* Experience of working with an invoice processing system desirable but not essential.
* Experience of working with learning management systems (LMS) like Moodle, Mentimeter is desirable but not necessary.

**Knowledge, Skills & Abilities**

* Ease and experience working in a client focused /customer service environment.
* Excellent verbal and written communication skills, including the ability to compose communications to a wide range of professionals, and to take accurate minutes.
* Good general computer literacy including competency in Microsoft Office, databases, Zoom and Microsoft Teams, and the ability to be self-supporting.
* Able to work with a wide range of people including senior volunteers.
* Excellent organizational and time management skills.
* Able to work independently and be proactive, when appropriate. Ideally the successful candidate will be able to exercise their judgement about when to draw on colleagues’ expertise and ask for assistance.
* Methodical with good attention to detail
* Ability and commitment to maintain strict confidentiality.

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**Main Terms & Conditions**

**Training Administrator Full Time**

**Contract duration: Permanent**

**Hours of work**: 35hours a week, including some evenings and weekends (time off in lieu given)

**Location:** Primarily based at *bpf*’s offices at 37 Mapesbury Road, Kilburn, London NW2

**Salary:** £26,000-£28,000 per annum

**Annual leave:** 30 days plus Bank Holidays

**Pension:** Employer 3%, employee 5%

**Notice period:** One month.