**BRITISH PSYCHOTHERAPY FOUNDATION**

**Job title** **Training and Events Coordinator**

**Job purpose:** To ensure efficient and effective professional administration of the bpf North’s training and events activities.

**Accountable to**: Office manager

**Key colleagues:** Director of bpf North’s trainings

All bpf staff

Teaching staff

Trainees

**Major responsibilities**

* Establish appropriate professional relationships with a wide variety of people, recognizing their roles and needs, including members of the public, chairs and members of committees, clinicians, teachers 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.
* Maintain 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 from trainees and to teachers and tutors.
* Attend and minute core staff meetings, sending out agendas in liaison with the training director.
* Be actively involved, in relationship with the marketing team, 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, provide detailed administrative support to all aspects of dealing with enquiries from the public to processing formal applications for training.
* Working closely with the director to provide detailed administrative support to all aspects of finding teachers, issuing contracts, providing termly schedules to trainees, distributing reading lists, requesting/receiving/distributing reports, and setting up online seminars.
* Work closely with the course director 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.
* Liaise with the clinical services department and placement tutor to collect information about trainees’ clinical work.
* Organise several annual events including publicity or invitations, refreshments, speakers etc.

**General**

* Any other activities deemed appropriate by the CEO, training director, 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.

***BRITISH PSYCHOTHERAPY FOUNDATION***

**Person Specification –Training Coordinator**

**Qualifications**

* Good level of general education.
* 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 administration role, preferably in a client/customer-facing role, and ideally in a training, education or membership environment. Knowledge of higher education or professional healthcare training, in particular in relation to psychotherapy or counselling, desirable.

**Knowledge, Skills & Abilities**

* 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 understand the complexities of working in a membership organisation.
* Excellent organizational and time management skills.
* Able to work independently and be proactive as well as able to exercise judgement about when to draw on colleagues’ expertise and ask for assistance.
* Methodical with good attention to detail.
* Able to use initiative and continue to think under pressure when faced with sensitive interactions.
* Ability and commitment to maintain strict confidentiality.

***BRITISH PSYCHOTHERAPY FOUNDATION***

**Main Terms & Conditions**

**Training Coordinator – Maternity cover**

**Contract duration:** Permanent contract

**Hours of work**: 21 hours a week, including some evenings and weekends (time off in lieu given).

**Location:** Mostly home-working with some travel to sites in Newcastle or surrounding areas where events and training are taking place.

**Salary:** £18,270 (£30,450 per annum fte)

**Annual leave:** 30 days plus Bank Holidays (pro-rated 18 days)

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

**Notice period:** One month during 6-month probationary period; 1 months thereafter