**Job Description for Director of Infant Observation Training**

**Application deadline:** Thursday 6th February 2025

**Job title**: Director of bpf Infant Observation Training

**Main purpose of the job: To oversee the planning, running and delivery of the training**

**Accountable to**: Chief Executive

**Key colleagues:** Board of Trustees

 Infant obs manager

 Director of PPA training

 Director of bpf North

 Director of BJAA training

 Director of Independent training

 Director of MSc

 Director of Communications

 Membership Officer

**Major responsibilities**

* Oversee the running of the Infant Observation course as a whole.
* Work closely with the training director of the IPCAPA child and adolescent training and the directors of the Jungian and Psychoanalytic trainings.
* Attend the psychodynamic training to talk to trainees about the infant obs course.
* Promote the course by presenting on open days/seminars/conferences.
* Provide an interface between this course and the bpf Heads of Training meeting.
* Manage the team of Seminar Leaders and deal with problem issues as they occur (eg Seminar Leader illness/pregnancy or students in difficulty).
* Work closely with the infant obs manager regarding the operational management of the course, eg. Vetting incoming applications & advising re initial enquiries relating to clinical matters or to the route through to Jungian/Psychoanalytic training.
* Organise representation by committee members on open day events.
* Organise Infant Observation committee meeting bi-annually or termly if needed for the team to think about eg. specific students in difficulty to give progress notes through Association reps to the students’ training association/share best practice ideas/learn about the impact of new technology/grow the course to meet bpftrainings and the students’ needs.
* Attend line management meetings.

**Person Specification**

**Qualifications**

* Qualified psychoanalytic, Jungian or psychodynamic psychotherapist who has completed a two-year psychoanalytic infant observation.

**Experience**

* Some experience of teaching, delivering education and/or supervision would be ideal but not necessary
* Some experience of delivering a service (training or clinical), managing a budget, or working within teams that held budgets (again ideal but not necessary).

**Knowledge, Skills & Abilities**

* Enthusiasm for growing and developing excellent trainings
* Enthusiasm to develop new ideas and work collaboratively with other training directors
* Flexible approach and ability to work as part of a small team
* Ability to work flexibly and creatively as part of a team
* Commitment to promoting equality, diversity and inclusion

**Terms and benefits of Employment**

**Hours of work**: 1/2 day a week, including some evenings and weekends (meetings or training days). Hours can be worked flexibly around clinical work although some meetings such as Heads of Trainings meetings and all staff meetings should be attended. The hours could increase if the training courses grow.

**Location:** Working from home, occasional visits to teaching rooms, and occasional visits to bpf house in London.

**Salary:** £60,000 fte £6,000 for half a day a week

**Annual leave:** 30 days pro rata plus Bank Holidays plus days between Christmas and New Year. Directors are offered the opportunity to work annualized hours so that they can take a longer break over the summer months.

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

**Benefits:** Death in service cover. This is payment to a chosen recipient of twice the salary if a staff member dies in services.

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

**How to apply and submit your application**

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To apply, please send the following to vacancies@bpf-psychotherapy.org.uk:

* a [bpf application form](https://www.britishpsychotherapyfoundation.org.uk/app/uploads/2024/06/Application-Form-BPF-NEW-031023.docx)
* a CV of not more than two A4 sides;
* a supporting statement of not more than two A4 sides, setting out how you meet the
essential criteria – ensure you refer to the guidance in this document;
* [Equality and diversity monitoring form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.britishpsychotherapyfoundation.org.uk%2Fapp%2Fuploads%2F2024%2F06%2Fequal-opportunities-form-March-2017-1.docx&wdOrigin=BROWSELINK)