

Job Description

The UK Council for Psychotherapy (UKCP) is the leading professional body for the education, training, accreditation and regulation of psychotherapists and psychotherapeutic counsellors. We represent training organisations and individual therapists, working privately or in the NHS or voluntary sector, offering a wide variety of psychotherapeutic approaches and modalities. Our national register is accredited by the government's Professional Standards Authority (PSA). As part of our commitment to protecting the public, we work to improve access to psychotherapy, support and disseminate research, enhance standards, and respond effectively to complaints against therapists on our register.

Job title	Professional conduct committee member
Location	Remote with occasional meetings in London
Contract details	Unpaid/voluntary role

About the Professional Conduct Committee (PCC)

The PCC Committee oversees the UKCP complaints and conduct process (CCP). The CCP investigates clinical concerns and complaints made against its practitioners on the UKCP register. The role of the PCC is to have oversight of the decisions made by UKCP professional standards managers in accordance with the CCP and ensure that due process is followed. The PCC is composed of a lay chair and a mix of professional and lay members.

Main duties and responsibilities

You will review case material for each complaint that falls within the scope of UKCP's CCP in advance of meetings. You will attend PCC meeting to discuss and provide your reasoned analysis of each complaint. You

will also be invited to review and comment on UKCP policies and guidance as appropriate.

Applicants will be expected to attend the scheduled meetings listed below, the majority of which will take place remotely. One or a maximum of two meetings may take place in person in London.

2026

- Thursday, 1 October (in-person)
- Thursday, 12 November
- Thursday, 17 December

2027

- Thursday, 21 January
- Thursday, 4 March
- Thursday, 8 April
- Thursday, 20 May
- Thursday, 1 July
- Thursday, 12 August
- Thursday, 23 September
- Thursday, 4 November
- Thursday, 16 December

Time commitment and compensation

- In addition to the above meetings, there are also some ad hoc meetings which may require attendance throughout the year.
- This role is an unpaid volunteer position. Any reasonable expenses would be in line with the [UKCP Expenses Policy](#).

Person specification

Core criteria

- **Strong commitment to equity, diversity, and inclusion**, with the ability to apply inclusive practices in day-to-day work and decision-making.

- **Demonstrated ability to support mental health and wellbeing**, both personally and in team environments, contributing to a psychologically safe and caring workplace.
- **Excellent interpersonal and communication skills**, with the ability to engage respectfully and effectively with colleagues, members, and stakeholders from diverse backgrounds.
- **Ability to reflect on practice and learn from experience**, including a willingness to seek feedback, adapt approaches, and contribute to continuous improvement.
- **Confidence in using evidence and data to inform decisions**, with the ability to balance research, professional judgment, and lived experience.
- **Collaborative and flexible approach to working**, with experience of contributing positively to team dynamics and shared goals, especially in small or cross-functional teams.

Role specific criteria

- You must be a current UKCP registered psychotherapist or psychotherapeutic counsellor
- the ability to assimilate often complex documents in advance of meetings
- the ability to participate in meetings and group decision-making during difficult case work
- good interpersonal and communications skills
- commitment to equality, diversity and inclusion and the ability to put this into practice
- ability to use online/remote technology.

Desirable criteria

- Experience of dealing with complaints
- experience of tribunal or committee work.

Our values

Our values are central to us.

We recruit according to these values, appraise our people against them, embed them in our working practices with colleagues, ensure that UKCP's practice is continually informed by them and measure our impact against them.

- We believe in working with **integrity**.
- We are **innovative** in our approach to member support and ensuring high standards of practice.
- We ensure that our policies are **informed by data and evidence**, wherever possible.
- We value the **diversity of psychotherapy approaches** and encourage **open dialogue** to build understanding.

- We aspire to be **courageous and inquisitive** in the way we work.
- We seek to be **inclusive**, recognising the need for diversity and respect for the people and backgrounds of those we work with.
- We aim to **work collaboratively** with other organisations when it is in public interest.
- We are **reflective** and seek to learn when things do not go as expected.

UKCP is committed to equality, diversity and inclusion and welcomes applications from individuals from all backgrounds. If you require any reasonable adjustments during the recruitment process, please contact HR.

I can confirm that I have read, understood, and agree to undertake the duties as detailed in the above job description.

Signed.....

Name (print).....

Date.....