

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 psychotherapists and psychotherapeutic counsellors on our register.

Job title	Humanistic and Integrative Psychotherapy College (HIPC) committee lead
Reporting to	Chief executive officer
Direct reports	None (leadership responsibility for committee officers)
Location	Hybrid (attendance at scheduled meetings required)
Contract details	Fixed-term, 12 months / 0.4 FTE (14 hours per week)

Role Purpose

Humanistic and integrative psychotherapy encompasses a broad range of approaches that view each person as a whole being, including their embodied feelings, emotions, mind and spirit. These approaches rely on a non-judgmental, non-hierarchical therapeutic relationship in which clients feel safe to explore themselves within a supportive environment.

The Humanistic and Integrative Psychotherapy College (HIPC) is a college within UKCP. It is responsible for regulating practitioners and training/accrediting organisations that follow humanistic and integrative modalities. Alongside its regulatory functions, HIPC serves as a community of practice, offering forums for professional development, dialogue, CPD opportunities and events for humanistic and integrative practitioners. HIPC is the largest UKCP college.

UKCP is currently reviewing its governance structures. This work includes identifying how best to deliver modality standard setting, assessment, accreditation and professional development within frameworks that reflect best practice in regulation, while also supporting a thriving practitioner community.

The postholder will collaborate with UKCP’s head of governance, director of standards, director of membership and the chief executive officer to support the work to reshape HIPC, in line with the good governance principles identified by UKCP’s governance working group. They will work with the HIPC Executive Committee to ensure effective governance processes within this college.

The HIPC committee lead will work closely with UKCP's governance team and collaborate with the senior management team, along with the chairs of the Education, Training and Practice Committee (ETPC), the Professional Regulatory Committee of the Colleges and Faculties (PRCCF), the Ethics Committee and the moderator of the members forum.

This is a one-year fixed term post, with the possibility of renewal.

Main duties and responsibilities

Governance and regulatory assurance

- Oversee the delivery of the redesign and strengthening of HIPC governance and committee structures.
- Ensure compliance with UKCP Byelaws, Standing Orders and Scheme of Delegation.
- Maintain a college-level risk register and ensure timely escalation of risks.
- Support UKCP's PSA-accredited regulatory obligations by embedding good governance and Right Touch Regulation principles.

Strategic leadership and delivery

- Ensure governance activity is delivered in line with UKCP's organisational strategy and in accordance with authority delegated from the Board of Trustees.
- Ensure governance processes and cycles enable HIPC to meet relevant key performance indicators (KPIs).
- Deliver governance improvements by translating agreed changes into clear processes that can be put into practice and provide updates to relevant UKCP teams.

Committee leadership and people support

- Organise and chair meetings of the HIPC Executive Committee.
- Ensure governance processes enable committees to maintain clear terms of reference, approved by the Board of Trustees. Have appropriate expertise to undertake and monitor relevant activities.
- Provide guidance and clarity to committee officers (induction, clarity, feedback).
- Foster an inclusive, collaborative and psychologically safe governance culture and support a clear flow of information between relevant parties (for example, HIPC Executive Committee, chief executive officer, Board of Trustees, college delegates).
- Ensure appropriate induction programmes for new executive committee members and annual opportunities for their professional support and development.

Financial stewardship

- Oversee the delivery of HIPC's annual planning and budget bid process.

- Support transparent and responsible prioritisation of college resources.

External relations

- Represent HIPC on PRCCF and other internal/external forums.
- Function as a credible ambassador for the HIPC college.

Delegated authority

Operate within UKCP's Scheme of Delegation, clearly distinguishing which matters fall within college remit and which require escalation, ensuring governance processes follow agreed procedures.

Performance expectations

- Agree on concise annual expectations, aligned to UKCP organisational KPIs.
- Participate in an annual appraisal with the chief executive.

Person specification

Core criteria (for all roles)

- **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 judgement 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

- Extensive experience and understanding of relationship-based, humanistic methods of engagement with HIPC colleagues, registrants, organisational members, direct members, delegates, UKCP officers, committees and Board of Trustees.
- Full clinical member of UKCP for at least two years and in good standing.
- Strong understanding of professional regulatory environments and PSA expectations.
- An extensive understanding of psychotherapy and psychotherapeutic counselling training based on

substantial reflective experience from your own practice.

- Experience leading governance processes, committees or organisational structures.
- Strong judgement, diplomacy and communication skills.
- Experience with budget oversight and prioritisation.
- Ability to operate within constitutional frameworks.
- Experience representing an organisation externally.

Desirable criteria

- Experience supporting volunteer governance roles.
- Experience applying Bylaws, Standing Orders or similar constitutional documents.

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 our 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.