# Job Description

The UK Council for Psychotherapy (UKCP) is recognised as the leading professional body for the education, training and accreditation of psychotherapists and psychotherapeutic counsellors. We represent training organisations and over 9,000 individual therapists - working privately or in the NHS or voluntary sector - offering a wide variety of psychotherapeutic approaches or modalities. As part of our commitment to protecting the public, we work to improve access to psychotherapy and psychotherapeutic counselling, to support and disseminate research, to improve standards and to respond effectively to complaints against our members.

|  |  |
| --- | --- |
| **Title** | **Administration Assistant** – 35 hours per week (part-time considered) 1 Year fixed term contract (possibility to extend) |
| **Reporting to** | Governance Administration Officer |
| **Direct Reports** | None  |
| **Location** | Central London/hybrid working |

**Main Purpose of the Role**

The Administration Assistant will provide high quality support services to various committees and groups within UKCP.

Working closely with the Governance Administration Officer and Governance Manager the Administration Assistant will ensure a high standard of all aspects of governance administration throughout the organisation. We are looking for someone who is flexible in their approach and has fine attention to detail.

**Main Duties and Responsibilities**

* Manage email inboxes and draft professional correspondence
* Arrange and organise meetings (online and in-person) in coordination with meeting chairs/convenors
* Book venues and organise accommodation and catering for meetings and events
* Ensure agendas, minutes and supporting papers are drafted, approved and circulated in a timely manner
* Attend meetings, set up the room/technology, and take an accurate minute of the discussions
* Check and process expense claims from volunteers
* Prepare briefing notes as required
* Undertake other administrative duties such as maintaining databases and keeping records up to date, filing, and creating documents such as certificates.

**This is not an exhaustive list and you are required to be flexible in your approach to carrying out your duties, which may change from time to time to reflect changes UKCP’s approach to sustaining a culture of continuous improvement.**

**Person specification**

**Essential**

* + Experience of organising meetings and taking minutes;
	+ Experience of working both in an office environment and remotely;
	+ Excellent written and verbal communication skills and the ability to produce accurate documentation;
	+ Good IT skills, including familiarity with Microsoft Office and online meeting software, as well as using the internet;
	+ Pro-active, with the ability to manage a varied workload;
	+ Can prioritise work and ensuring that deadlines are met;
	+ Excellent interpersonal skills;
	+ Ability to work in a flexible manner and experience of working effectively as a member of a team;
	+ High level of attention to detail;
	+ Good customer service.

**Desirable**

* + Knowledge or experience of membership organisations;
	+ Knowledge or experience of governance work
	+ Understanding of the mental health and/or psychotherapy sector

**UKCP Behaviours**

Based on UKCP values, you are responsible for adhering to the following behaviours, which are fundamental to how everyone at UKCP works together:

* We recognise each other’s skills, experience and passion.
* We commit to engaging others positively and constructively.
* We are all accountable for the integrity of the UKCP and the profession we represent.
* We take responsibility for our working culture.
* We lead by example.