



Association for Cognitive Analytic Therapy

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JOB DESCRIPTION ADMINISTRATOR HOURS PER WEEK: 21 HRS

The Association for Cognitive Analytic Therapy (ACAT) is a national charity with its administration base in Dorchester, Dorset. It is a professional association of approximately 900 members and it aims to educate health professionals and promote proper standards and good practice in cognitive analytic therapy (CAT) in addition to increasing awareness and understanding of CAT amongst health professionals, service providers and the public.

ACAT is seeking an experienced, efficient and competent part time administrator to join our small team here in Dorchester. Candidates must possess excellent organisational and communication skills, and be highly competent in Microsoft Office with fast, accurate keyboard skills. Previous relevant experience is essential in this interesting, varied and very busy post.

This post covers the following categories of activity:

ACAT Membership

Administrative responsibility for all aspects of the organisation's membership groups such as membership renewals and payments, membership rejoining, maintenance of the membership database and handling enquiries about membership.

Events:

Administration and organisation of ACAT CPD (Continuing Professional Development) events. Tasks include: booking and arranging venues, adding events to the website, producing flyers and booking forms, processing postal bookings and raising invoices, liaising with trainers, creating viable budget and delegate fee proposal, monitoring financial status of each event, reporting on feedback.

ACAT's Annual CPD (Continuing Professional Development) Audit

The administration side of the clinical audit working with the clinical auditor(s): setting the timetable, communication link with those being audited, ensuring timely return of audit papers and submission to auditors.

Reformulation (published twice yearly)

Reformulation is ACAT's journal which is published twice yearly. This role provides admin backup to the Editors and works in liaison with the editors and design team in the production and distribution of Reformulation. It involves liaison with the printers - obtaining quotes, print dates, assessing print run, finalising mailing list (UK), proof reading in conjunction with rest of team, and despatch of overseas copies.

ACAT's Online Library

ACAT offers an online library to its training members. The role requires regular library auditing, ordering of e papers – liaison with the British Library and CLA (Copyright Licensing Authority), maintenance and period "weeding" and review. Communication with course leaders and membership regarding copyright compliance.

Copyright Licence

In order that our library is compliant with copyright law, ACAT holds a Higher Education Copyright License and this role includes ensuring timely annual reporting plus renewal and updates on licence. Compliance with the licence in liaison with our Website Manager, Administration Manager and Chair of ACAT.

Private Practice and Private Supervisor Listings

Administration and maintenance of ACAT's Private Practice and Private Supervisor Listings

Annual Conference

Assistance with the administration of the conference during the final weeks' preparations – in liaison with the lead conference administrator. Attendance at conference (generally three nights away Wednesday-Saturday) to assist the lead conference administrator and ensure its smooth running.

Website

ACAT's website is a core feature of the Association's function – for the public, for members and for administrative purposes. The role includes updating and monitoring the site in liaison with the team, providing help and support for members and liaising with our website team to ensure the smooth, accurate running of the site and its data. Training will be given.

Enquiries

- Dealing and fully assisting with enquiries from members of ACAT
- Dealing with enquiries from members of the public and professionals

Periodic Tasks in liaison with clinical lead and administration manager: such as assistance with the administration of any applications to professional bodies, reviews, audits etc.

General Office

All general office duties

Key Liaison with:

ACAT's Administration Manager
ACAT's Officers and Members
Projects Officer
Reformulation Editors
Website Manager

It is anticipated the role may develop and change over time taking into account current demands and needs of the organisation, its trustees and administration manager.

Confidentiality: The post holder will ensure confidentiality of the database in compliance with the Data Protection Act and fully maintain the confidentiality of the members, service users etc. A confidentiality agreement will be signed prior to uptake of post.

Flexibility: It may occasionally be necessary at peak times to work additional days and it is a requirement of the role that the postholder has the flexibility to do this. This will be paid or time off in lieu given.

If shortlisted from interview, a Microsoft Office Word and Excel competency task will be set.

February 2016