



Association for Cognitive Analytic Therapy

ACAT, PO Box 6793, Dorchester, DT1 9DL || 0844 800 9496 || www.acat.me.uk || admin@acat.me.uk

Job Description ACAT Joint Administrator

Hours per Week: 14 hrs

The Administrator's role falls within the following categories of activity:

ACAT MEMBERSHIP

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

ACAT'S COMMITTEES

This role will look after the administration of, and support to, ACAT's key national committees: Board of Trustees, Council of Management, Training Committee, Exam Board, Ethics Panel working in liaison with the Chairs of each committee. It will include collation and preparation of agenda items, collation and despatch of all papers for meetings and minuting most of the meetings. These meetings are generally held 3 times per year in London. Council of Management is a teleconference meeting held approx 6 times per year in the evenings.

ANNUAL GENERAL MEETING

Includes all administration and support to ACAT's AGM including preparation of the AGM papers in booklet form and minuting the AGM – generally held during the annual conference

ACAT BUSINESS FUNCTIONS

Responsibility to ensure all business functions such as insurance, data protection registration etc are fulfilled.

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Administration of our Higher Education Copyright License in liaison with our Website Manager and the Projects and Liaison Officer.

COMPLAINTS AND ETHICS

Administration of complaints as required by the Chair of the Ethics Panel

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 to assist the lead conference administrator and ensure its smooth running.

WEBSITE

ACAT's website is a core feature of its 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 COURSES

ACAT runs and accredits training in Cognitive Analytic Therapy and this role includes liaison with, and assistance to, all national trainings (excl Supervisor) ie Practitioner, Psychotherapy, Skills, One Year Foundation courses. The courses have

their own course directors and administrators and this role ensures the registration of trainee members of ACAT and the registration of all accredited courses and ensures module reports, moderator reports etc are deposited with ACAT when due.

MARKETING

This is to be developed and we anticipate support will be required for ACAT's proposed Marketing Strategy. Currently it exists as:

- sending out leaflets and brochures etc as required

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:

- Assistance with the administration of any applications to professional bodies, reviews, audits etc.

GENERAL OFFICE

- All general office duties, ordering of stationery, supplies etc

Key Liaison with:

ACAT's Administration Manager

ACAT's Administration Team

Projects and Liaison Officer

Chairs of Committees

ACAT's Members

Website Team

Members of the public

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.

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

January 2015