



ACAT PROJECTS AND LIAISON OFFICER

ACAT welcomes applications from accredited ACAT members for this exciting opportunity to develop and progress specific ACAT projects and lead liaison both internally and externally.

This key appointment within ACAT will report direct to the Chair of ACAT and Board of Trustees and will offer the successful applicant a wide ranging, interesting and varied post. The post holder will have strong and effective delivery, operational project management and communication skills and in depth knowledge of the application of CAT in clinical practice. S/he will ensure progression and completion of strategic objectives within the varying project portfolio. Objectives within areas such as registration, regulation and inspections, internal and external, will require at times complex liaison with partner organisations and external bodies.

The post will be distance-based within the post holder's home and is two days per week (0.4 WTE).

Salary: £31,850 pa pro rata

Application is by CV to Dr Jason Hepple, Chair of ACAT via the ACAT office:
susanvanbaars@acat.me.uk

Please also contact Jason if you would like to discuss the role further beforehand. Again, email susanvanbaars@acat.me.uk with a contact telephone number.

Job description and person specification on next pages.

Closing date: 1st March 2014

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JOB DESCRIPTION

Title:	ACAT Projects and Liaison Officer
Name of Employer:	Association for Cognitive Analytic Therapy (ACAT)
Introduction:	This post replaces the previous post of ACAT Liaison Officer
Job purpose:	To be responsible for managing specific ACAT projects and liaising with ACAT members and the public, reporting to the Chair of ACAT and Board of Trustees.

Duties and Responsibilities:

- Specific project management as delegated by the Chair of ACAT and Board of Trustees, taken from the ACAT annual Strategic Plan and subsidiary Strategic Plans (currently Marketing, Research and User/Public involvement).
- Additional operational tasks will arise from the decisions arising from the Board of Trustees, Council of Management, Training Committee, Exam Board and Ethics Panel as set out in the minutes.
- Attending the Board of Trustees, Training Committee and Exam Board (which meet on the same day in London three times a year).
- The post-holder reports directly to the Chair of ACAT at least six times a year by phone or in person, and progress will be monitored via a Work Plan and a Personal Development Plan.
- The post-holder liaises closely with the ACAT Administration Manager who manages the day to day running of the ACAT office and the ACAT Administrator(s). The ACAT Administration Manager reports directly to the Chair of ACAT and the Treasurer.
- Likely roles for the post-holder include:
 - Producing an E-newsletter for members biannually to update them on developments and liaising with members around ACAT projects and activities.
 - The commissioning and supervision of ACAT CPD events.
 - Supporting the Administration Manager in the administration of complaints and liaising with complainants to ensure that the ACAT complaints' procedure is accessible and user-friendly.
 - Managing the ACAT user / public forum.
 - Developing and enhancing the website and ACAT materials according to ACAT's Marketing Strategy.
 - Updating and maintaining the ACAT online Library within the boundaries of our HE Copyright Licence and agreement with the British Library, monitoring and managing the licences/agreements with both and dealing with any issues which may arise.
 - Dealing with press enquiries and linking to ACAT spokespeople and ambassadors.
 - Dealing with some enquiries from members of the public, ACAT members and interested professionals.

- Taking a lead role in compiling information and reports to assist the Board of Trustees and Council of Management with external inspections and regulation (eg UKCP).
 - Taking a lead role in completing the PSA toolkit prior to ACAT's application for voluntary registration.
 - Representing ACAT at external fora, to be determined by the Chair of ACAT, in line with ACAT Strategies.
- The list is not exhaustive and further roles will develop over time depending on external demands and the personal development of the post holder.

PERSON SPECIFICATION

Post: ACAT Projects and Liaison Officer

REQUIREMENTS	ESSENTIAL	DESIRABLE
1. Education, Qualifications and Training	<p>A level of general education and higher education or vocational training that enables the post-holder to fulfil the duties of the post.</p> <p>ACAT membership and accreditation to at least practitioner level.</p>	<p>Higher education to degree level or above.</p> <p>ACAT Supervisor or Psychotherapist accreditation.</p>
2. Knowledge and Skills	<p>A knowledge of the application of CAT in clinical practice.</p> <p>Ability to use computer systems (eg: e mail, Microsoft Office - Word, Excel, Powerpoint) to a high standard.</p> <p>Ability to prepare and present documents and reports to a high standard.</p> <p>Excellent communication and negotiation skills.</p> <p>Ability to explain clinical concepts to a range of audiences including users, carers, the public, professionals and commissioners.</p>	<p>Familiarity with national trends in psychological therapies including NICE, IAPT and regulatory bodies in the UK.</p> <p>Familiarity with the evidence base for CAT.</p>

3. Experience	<p>Experience of dealing with complex problems and using management skills, communication skills and negotiation to find solutions.</p> <p>Experience of project management , achieving outcomes within deadlines and preparing and presenting reports/documents to a high standard.</p>	<p>Experience of teaching and training in a clinical role.</p> <p>Experience of working with users of mental health services.</p> <p>Experience in preparing materials that explain clinical issues to a range of audiences including users, carers, the public, professionals and commissioners.</p>
4. Personal Skills	<p>To be a good team-player.</p> <p>To be able to communicate effectively and with respect to each individual's equality and diversity.</p> <p>To be able to adapt to changing demands and pressures.</p> <p>To be self-motivated and able to set achievable and measurable goals and objectives.</p>	
5. Practical Requirements	<p>To have access to transport to enable the post-holder to fulfil the contractual obligations of the post.</p>	