

**Administrative Support Officer**

**£24000-26000 FTE**

**Part Time- 21-28 hours per week**

The British Psychoanalytic Council (BPC) is looking to appoint an enthusiastic and highly organised individual with previous administrative experience.

This new role is line managed by the Head of Operations with some reporting into the Head of Regulation and the Chief Executive. The Administrative Support Officer will provide wide ranging administrative support to the organisation, from PA duties to the CEO and the senior leadership team, to facilities and events support. The post holder will also work with the Head of Regulation to support fitness to practise hearings and provide support to other regulatory committees.

The existing staff team is small, professional and friendly. The successful candidate will need to be a good team player and be able to show an ability to work autonomously with initiative.

**A salary of £24,000 to £26,000 FTE per year is offered, with 28 days holiday pro-rata, plus statutory holidays and an employer pension contribution.**

The role is offered on a part-time basis, and can be between 21 to 28 hours per week. There would occasionally be support needed at evening committee meetings or on Saturdays. Our office is based in Archway, London and flexible working will be considered.

**Application is by CV and a supporting statement outlining why you believe yourself to be suitable for the role, relating to each point of the person specification.** For further information, please contact the Head of Operations, Laura Dunn: laura.dunn@bpc.org.uk

**Closing date for applications is by midnight on 23 January** and interviews of short-listed candidates will take place **between 27 January and 1 February.**

**About Us**

We are the leading professional association and a Professional Standards Authority Voluntary Accredited Register for the psychoanalytic and psychodynamic psychotherapy profession in the UK. One of our key roles is to regulate the profession, adjudicating on complaints and maintaining professional standards. The other is to advance understanding of our work to the public and support our profession via guidance, training and other activities.

We enjoy a reputation for high clinical and professional standards within the counselling and psychotherapy profession and, unlike other similar organisations, we are purely psychoanalytic in our focus. We accredit training programmes operated via our Member Institutions, ensuring that they meet our exacting standards. Individuals who qualify from these accredited trainings are eligible to become Registrants of the BPC and appear on our public Register. Registrants must comply with our Code of Ethics and Continuing Professional Development requirements.

As well as our regulatory role, we advance the knowledge and understanding of psychoanalysis and psychoanalytically informed therapies by virtue of working with policy makers and through the mediums of conferences, publications and other activities.

**Administrative Support Officer P/T**

**Key responsibilities and duties:**

1. Provide administrative support to the CEO, and SLT where needed, such as diary management, minute taking,
2. Provide administrative support to the panel at Fitness to Practise hearings.
3. Assisting the Head of Regulation in ensuring the BPC maintains its Professional Standards Authority accreditation.
4. Support the Head of Operations and the Communications Manager in the planning and delivery of events, especially the annual BPC Conference PPNow.
5. Provide facilities support when needed such as ordering of stationery or other requested items, managing health and safety requirements in the office and managing the relationship with some suppliers.
6. Open, scan and distribute post.
7. Support with the management of the main inbox and incoming phone calls.
8. Support with minute taking and general secretariat responsibilities for committees.
9. Undertake other duties and responsibilities of an equivalent nature as from time to time may be required, as agreed with the Head of Operations.



**Administrative Support Officer**

**Person Specification**

**Essential**

* Minimum of three years’ experience in an administrative role
* A good general level of education ideally university degree or equivalent experience.
* Highly organised with the ability to input processes where needed.
* Ability to work flexibly in a small, close knit, multi-tasking team; working with colleagues and on own initiative with minimal supervision.
* Ability to manage a wider ranging workload and prioritise conflicting priorities as well as tracking progress on tasks.
* Experience or ability on leading projects from start to completion.
* Experience of using Microsoft Office packages, particularly Word, Excel, and Outlook.
* A sensitive, mature, tactful and diplomatic approach to working with a wide range of people.
* A good understanding of the need for confidentially and how that is managed in practice.
* Sympathy with the BPC’s aims and objectives
* Commitment to BPC’s equality and diversity policy

**Desirable**

* Experience of working in a PA role.
* Experience of working with events.
* Experience in working in a not-for-profit charity and / or membership body.
* Some knowledge of confidentiality policy and data protection.
* Experience of taking and writing accurate and timely minutes.