



Chief Executive Officer

Job Description and Person Specification

Job purpose

The Association of Child Psychotherapists (ACP) is the professional body for Child and Adolescent Psychotherapists in the UK. It is an Accredited Register of the Professional Standards Authority (PSA) and is responsible for regulating the training and practice standards of child and adolescent psychoanalytic psychotherapy across the NHS, third and private sectors. It was established in 1949 and has over 1,100 members working in the UK and abroad.

The ACP is governed by a Board of Directors consisting of Child and Adolescent Psychotherapists and Lay members. The Board delegates responsibility for the operation of the ACP to the CEO who leads on delivery of the aims and objectives set by the Board. The CEO is responsible for providing strategic advice to the Board, setting the annual Business Plan, managing risks to the organisation and leading the staff team. The CEO works closely with the Chair and the Executive Directors who have responsibility for key functions and who form the senior management team. With the Chair, the CEO represents the ACP to the outside world, forming strategic partnerships with other organisations, developing the ACP's position in relation to public health policy and speaking for the ACP at conferences and to the media.

Terms of employment

Salary: £82,077 pro rata (£65,662 per annum). Includes a 5% cost of living increase from 1 January 2024.

Pension: 6% employer contribution

Hours: Part-time (28 hours per week)

Contract: Permanent subject to 3 months' probation

Leave: 28 days a year pro-rata, plus bank and other statutory holiday

Location: The ACP operates a hybrid model of working which allows staff to work from the office, located at 7-14 Great Dover Street London SE1 4YR, remotely from home or a shared working facility. The balance of time spent in the office or working remotely will be agreed in advance to meet the needs of employees and the Association.

Employment is subject to satisfactory references and DBS check. A full Employee Handbook and full induction will be provided.

Responsibilities

Strategy

- To provide briefings to the Board on matters affecting the strategic direction of the Association and its membership
- To lead the annual process for agreeing the Business Plan and the Budget
- To deliver agreed plans, strategic objectives and policies
- To provide the Board with regular reports as to the status of the organisation and progress against agreed plans, strategic objectives and policies with sufficient and timely information and advice to be able to make informed decisions
- To hold regular meetings with the Chair and SMT to discuss openly challenges and progress, agree expectations, plan the programme and prepare for meetings with the full Board
- To advise the Board on strategic direction to ensure that the ACP is meeting its primary objectives as set out in the Rules of the Association and that its work addresses the needs of all sections of the membership and their work in all public and private sectors.

Governance

- To ensure that the organisation is run in accordance with its Articles of Association and the Rules of the ACP
- To ensure the Risk Register is kept up to date, highlighting to the Board any significant changes in the risk environment
- To ensure that the organisation fulfills all its legal statutory and regulatory responsibilities including in relation to equality and discrimination, safeguarding, data protection, employment and health and safety.
- To ensure that the organisation has in place all relevant policies and procedures relating to the above legislation and that all staff and volunteers are aware of them and know who to contact when necessary.

Regulation

- To be the primary link between the ACP and the Professional Standards Authority (PSA)
- To oversee the accreditation of the ACP by the PSA each year and ensure that the ACP complies with any conditions and recommendations set by the PSA as well as with the overall standards for accreditation set by the PSA
- To ensure that the PSA standards and conditions are regularly communicated throughout the ACP and that key learning points for members are effectively disseminated
- To ensure that the ACP Risk Matrix prepared for the PSA is understood throughout the ACP, that risks are where possible mitigated and that key learning points for members are effectively disseminated
- To ensure that the ACP has effective self-scrutiny processes regarding its own policies and procedures, with regard to fulfilling its duties for the protection of the public

Management

- To lead the staff team, with direct line management responsibility for the ACP office staff, including the Business Manager and the Community and Events Manager.
- To work with and support the Chair and Executive Directors in leading and managing the Association, including ensuring that staff and the wider executive team and committees are aware of Board decisions affecting their work
- To champion diversity and equality of opportunity, both for the staff group and the membership
- To organise the review process for ACP staff, to ensure that the staff are highly motivated and on-task, and have regular opportunities to raise any concerns they may have
- To keep under review the staff structure and the structure and functions of the ACP's committees to ensure that they continue to reflect the needs of the Association and have realistic and sustainable roles within existing resources

Business and Finance

- To oversee the overall financial health of the organisation, to work closely with the Director of Finance and the Business Manager to ensure that appropriate budgetary control and auditing systems are in place, to ensure the organisation is run efficiently and cost-effectively, and according to available resources
- To lead the annual business planning and budget process, working with the Chair and Director of Finance, and advise the Board on its financial strategy
- Working with the Director of Finance, to be the key point of contact with the Association's investment advisers
- To ensure that all ACP contracts with suppliers include clear terms and conditions and are reviewed annually

Legal

- To ensure the Board and its committees receive appropriate legal advice, and that there is clarity about the key points of contact with the Association's solicitors
- To keep abreast of any relevant changes in Company Law
- To ensure that ACP Ltd.'s Companies House records are kept up to date
- To ensure that the ACP keeps abreast of developments relevant to Professional Associations

Partnerships

- To represent the ACP and the profession of Child and Adolescent Psychotherapy regularly to relevant government bodies in the UK and other bodies relevant to the commissioning of services and workforce development. To keep abreast of

developments in the sphere of public and other mental health services for children and young people in the UK, and advise the Board accordingly

- To liaise regularly with counterparts in the other Accredited Registers and other bodies in the field of infant, child and adolescent mental health and advise the Board accordingly.

Policy work and campaigning

- To support the ACP's campaigns for improvements in the provision of services for infant, children, young people and families and for the wider recognition of the contribution of child and adolescent psychoanalytic psychotherapy.
- To draft policy documents, liaise with key partners and stakeholders, respond to requests from the media, attend and present at conferences and other events
- To undertake research on behalf of the Association to help further its aims and address key issues.

Board and Committee attendance

- To attend the Board, Executive Group and Senior Management Team meetings.
- To attend other committees and working groups as required
- To attend the annual conference and other events as needed

The CEO is accountable to the Chair and to the Board. The Chair with members of the Finance and Remuneration committee conducts the annual appraisal of the CEO.

Updated October 2023

Person Specification

Qualifications

- Graduate, preferably with post-graduate qualifications in a relevant discipline
- Business or governance qualification (desirable)

Experience

Essential Experience

- Strong track record in management at senior executive level
- Managing organisational change, its implications and challenges
- Operational leadership in a regulatory organisation
- Managing across a range of organisational functions, including operations, finance, human resources, IT, campaigning, media, fundraising and investigations
- Experience of working within a complex organisational governance framework
- Experience of engaging collaboratively with a Board and committees

Desirable Experience

- Operational leadership in a membership organisation or charity
- A track record of innovation in developing and expanding products and services
- Experience of working in and influencing in a complex external environment and of engaging with the needs of a multiple range of stakeholders

Skills/abilities

- Capacity to develop strategic, financial and business plans
- Ability to think strategically, analyse complex and detailed data
- Ability to present complex and detailed data concisely and clearly, both verbally and in writing
- Sound analytical and judgment skills, and an ability to identify problems, assess options and make timely decisions
- Ability to manage a variable but sometimes heavy workload, deal with conflicting priorities, and to manage expectations
- Ability to work effectively and cohesively in a team environment and to manage conflict when needed
- Strong people leadership skills with proven experience of leading, motivating, engaging and developing cross- functional teams
- Ability to delegate effectively and actively to develop the capabilities of staff at all levels
- Ability to understand our profession, its philosophy and values

- Ability to work collaboratively with a wide range of members and stakeholders, facilitating a consultative approach, whilst having the confidence to express clearly his or her own views
- Ability to give candid advice and where necessary robust challenge
- The ability to work flexibly
- Willingness to work where required anti-social hours including evenings, weekends, and short periods away from home
- Experience of undertaking research either in an academic or business context

Knowledge

- Knowledge of the current context of commissioning of mental health services for children and young people and workforce developments
- Knowledge of the current position of the ACP in relation to this policy context
- Understanding of children and young people's mental health services and their organisation at local, regional and national level, and familiarity with relevant campaigns, issues and partner organisations

Personal attributes

- Commitment to the core values, aims, and policies of the ACP
- Commitment to the promotion of good mental health for children, young people and families
- Commitment to the principle of Equal Opportunities for all in line with ACP policies

Personal circumstances

- Eligible to work in the UK
- Able and willing to work occasional unsocial hours and outside of normal office hours as required
- All ACP staff must declare that they are not currently named on the DBS Barred list and agree to undergo an enhanced DBS clearance check as needed. In addition, all staff are offered level 1 safeguarding training.

The ACP opposes any discrimination of any kind. This includes, but is not limited to, any discrimination on the basis of race, gender, ethnic origin, religious belief, sexual orientation, age or socio-economic status. [See the full ACP Statement on Diversity.](#) We are working to diversify our organisation and encourage applications from all who have an interest in the objectives of the ACP.

For further information about the ACP see www.childpsychotherapy.org.uk.