



The UK Council for Psychotherapy (UKCP) is the leading professional body for the education, training, accreditation and regulation of psychotherapists and psychotherapeutic counsellors. Our register of over 7,800 individual therapists is accredited by the government's Professional Standards Authority.

As part of our commitment to work for public benefit, we strive to improve access to psychotherapy, to support and disseminate research, to improve standards and to respond effectively to complaints against therapists on our register

Title	Quality Assurance & Regulation Officer
Pay Scale	£24,150 to £26,150
Reporting to	Quality Assurance & Regulation Manager
Direct Reports	None
Location	2 Edward House, 2 Wakley Street, EC1V 7LT

Aim

To support the regulatory function for individual and organisational members, helping to ensure good practice and compliance with UKCP standards and requirements throughout the UKCP and with its members.

Assist with the introduction of and then the maintenance of a UKCP Quality Management System in order to ensure consistency and continuous improvement of quality assurance processes across the organisation with a focus on regulation.

Main Duties and Responsibilities

- Undertake the annual registrants' audit ensuring that the audit is completed within the agreed timescales. Interpret and collate the findings into the annual audit report and ensure that any emerging themes or issues are communicated to the Colleges & Faculties Committee and the Quality Assurance & Regulation Manager throughout the year.
- Assist with the management and administration of the quality review process for Colleges ensuring that reviews are co-ordinated and take place within agreed timescales. Act as UKCP's representative and attend review visits as part of the quality review
- Support the Quality Assurance & Regulation Manager in managing an effective application process for organisational members, ensuring that applicants are supported, requirements are met and the process is completed within agreed timescales.

- Attend visits to ensure applicant organisations are compliant with UKCP standards and requirements and report on the outcomes.
- Manage the Regulatory Committees administration, including preparing supporting documents, taking minutes, arranging the meetings and any action planning.
- Answer the regulation inbox queries within agreed timescales.
- Support the Quality Assurance and Regulation Manager with relevant quality assurance projects within the regulation team.
- Manage the European Certificate of Psychotherapy application process, ensuring applications are dealt with in accordance with UKCP and EAP policies and procedures.

This is not an exhaustive list and you are required to be flexible in your approach to carrying out your duties which may change from time to time to reflect changes in the company's approach to a culture of continuous improvement

Person Specification

Essential

- Strong administrative skills
- Excellent communication skills, both written and verbal, and the ability to produce accurate documents
- Highly organised individual with acute eye for detail
- Team player with proven ability to work on own initiative
- Ability to work in a flexible manner and experience of working effectively as a member of a small team.
- Excellent interpersonal skills
- Proven ability to manage a large and varied workload, prioritise effectively and ensure that deadlines are met
- Well developed IT skills, particularly in Microsoft Word, Excel and Outlook
- Proven ability to work effectively with a range of stakeholders
- Proven commitment to diversity and equalities and ability to put this into practice

Desirable

- Experience of formal systems for quality
- Experience of delivering quality in a small organisation
- Experience of working successfully with trustees or committees
- Regulations Experience within a Membership Organisation

Position: Quality Assurance and Regulation Officer

Organisation : UKCP

Location: Farringdon

Salary : £24,150 - £26,150

Duration : Permanent, Full time

Application Process : CV and Supporting Statement - Word format

Deadline : Tuesday 5th May, Midday