



Role Description

The UK Council for Psychotherapy (UKCP) is recognised as the leading professional body for the education, training and accreditation of psychotherapists and psychotherapeutic counsellors. We represent training organisations and over 9,000 individual therapists - working privately or in the NHS or voluntary sector - offering a wide variety of psychotherapeutic approaches or modalities. As part of our commitment to protecting the public, we work to improve access to psychotherapy and psychotherapeutic counselling, to support and disseminate research, to improve standards and to respond effectively to complaints against our members.

The Membership Committee is a key regulatory committee of UKCP. It is responsible for upholding the integrity of the UKCP registers of psychotherapists and psychotherapeutic counsellors.

The Membership Committee chair’s term of service is three years, with the opportunity for reappointment. The committee is fundamental to the regulatory work of UKCP and the role requires commitment and expertise.

Title	Membership Committee Chair
Reporting to	UKCP Registrar and UKCP Chair of the Board
Direct Reports	Membership Committee Volunteers
Location	

Principles of office

The chair of Membership Committee:

- will act in the best interests of the organisation, respect confidentiality at all times, and avoid personal conflict of interests with the organisation
- is required to uphold the integrity and professionalism of the UKCP registers
- is expected to be guided in their work by Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Main duties and responsibilities

- To chair the Membership Committee, which meets for four to six times per year.
- To take overall responsibility for the planning and co-ordination of the work of the Membership Committee including setting and working to budgets.
- To liaise with the UKCP registrar, regulation and quality assurance manager, membership team manager and the chair of the Board of Trustees about the Membership Committee’s decisions and best practice.
- To liaise and, where necessary, work closely with UKCP’s other regulatory committees including the Professional Regulatory Committee for Colleges and Faculties (PRCCF) and the UKCP registrar.

- To liaise and, where necessary, work closely with UKCP's Executive Committee, the higher education special interest group, and the Education, Training and Practice Committee (ETPC).

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

- UKCP registrant for one year or longer.
- Commitment to UKCP and to the maintenance of the UKCP registers.
- Experience of working at a committee level in third sector organisations.
- Experience of working actively with diversity, equalities and inclusion.
- Experience of and ability to hold multiple and competing perspectives.
- Ability to work to constitutional documents and organisational policies, as well as identify areas of development or correction within established processes.
- Experience of and ability to lead collaboratively and effectively as a member of a team.
- Experience of and ability to use and implement a project-management approach.
- Outstanding communication and listening skills, including management of conflict.

Desirable

- Experience of reaccreditation and/or chairing a UKCP college or the Assessment Board of a college.

UKCP behaviours

Adhere to the following behaviours, which are based on the fundamental values on how everyone at UKCP works together:

- Recognise each other's skills, experience and passion.
- Commit to engaging others positively and constructively.
- Accountable for the integrity of the UKCP and the profession we represent.
- Take responsibility for our working culture.
- Lead by example.

Time commitment and compensation

The role will require you to chair between four and six 2-hour meetings and one away-day meeting each year (mostly online, with the away-day being an in-person or hybrid meeting).

The Membership Committee chair will be required to attend Board of Trustee meetings as and when required by the Board. The Membership Committee chair provides a written report to the Board for each Board meeting.

Additional non-contact hours and collaborative work by email are required to oversee, manage and ensure completion of Membership Committee work.

This is a voluntary unpaid role. Expenses will be paid according to [UKCP's Expenses Policy](#).