



Job Description

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 8,000 individual therapists is accredited by the Professional Standards Authority (PSA). 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	Projects coordinator (EDI)
Reporting to	Strategic projects lead
Direct Reports	None
Location	UKCP, York House, 221 Pentonville Road, London, N1 9UZ.
Remote working	You may be expected to attend our offices to meet with colleagues.

As our Projects coordinator (EDI), you'll focus on equity, diversity and inclusion (EDI) and belonging, inclusivity, intersectionality, diversity and equity (BIIDE). You'll be at the heart of implementing our EDI-BIIDE action plan, collaborating with staff, our dedicated EDI-BIIDE committee, members and external stakeholders to break down barriers and create a truly inclusive environment. This is a unique opportunity to make a tangible impact on the future of psychotherapy.

Aims

- To support the development and implementation of initiatives that promote inclusivity and represent the diverse communities served by UKCP.
- To co-ordinate and support the delivery of UKCP's EDI-BIIDE action plan, working collaboratively with staff, the EDI-BIIDE committee, members and external stakeholders.
- To focus on identifying and addressing barriers to entry into the profession to ensure greater accessibility and representation.
- To support the creation of inclusive working practices within UKCP and ensure that all members and staff feel supported and valued.

- To contribute to the creation of a more diverse and equitable organisation.
- Assist in the continuous review and improvement of EDI-BIIDE policies, including supporting small-scale impact assessments to evaluate their effectiveness and ensuring alignment with the organisation's values and goals

Main duties and responsibilities

Support delivery of the EDI-BIIDE action plan

- Work closely with our EDI-BIIDE committee to assist in planning and implementing our EDI-BIIDE action plan, ensuring that diversity and inclusion goals align with our overall strategic objectives.
- Provide support to deliver the plan.
- Monitor progress and report on key EDI-BIIDE initiatives and milestones, ensuring that UKCP effectively delivers the agreed EDI-BIIDE milestones.

Engagement and collaboration

- Work with various teams and departments to foster inclusive working practices and ensure that EDI-BIIDE considerations are embedded in day-to-day operations.
- Provide support to our EDI-BIIDE related special interest groups, ensuring they have the support and guidance necessary to advance their objectives.
- Engage with members, external partners, stakeholders and the wider public to support initiatives that address barriers to entry into the profession.

Data and analysis

- Support the collection and analysis of data related to membership diversity, workforce demographics and aim to address any barriers to entry identified in the profession.
- Help to use this data to inform future EDI-BIIDE initiatives and make evidence-based recommendations for improvements.

Project support

- Contribute to specific projects aimed at increasing diversity within the profession.
- Assist in evaluating the impact of these projects, ensuring that they effectively address key issues around inclusivity and representation.

Communication and reporting

- Provide regular updates on the progress of EDI-BIIDE related activities to the EDI-BIIDE committee and UKCP leadership.
- Assist with the development of clear, practical guidance and resources for staff and members on EDI-BIIDE issues.

Supporting strategy implementation

- Provide practical support to ensure EDI-BIIDE is integrated into UKCP's work and processes.
- Work alongside leadership to ensure alignment between organisational goals and the agreed EDI-BIIDE priorities.

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 UKCP's approach to a culture of continuous improvement.

Person specification

Essential

- Is passionate about EDI and committed to creating inclusive environments.
- Proven experience working on EDI initiatives or projects, preferably within the non-profit, professional services or membership-based sectors.
- Strong understanding of the challenges related to EDI within a professional setting.
- Ability to engage with a variety of stakeholders and build effective working relationships.
- Excellent communication skills with the ability to navigate sensitive issues and act tactfully and diplomatically.
- Strong project management and organisational skills, with a proven track record of delivering successful initiatives on time and within scope.
- Ability to work with multidisciplinary teams.
- Demonstrated commitment to confidentiality and proven experience in handling and processing sensitive data.
- Strong problem-solving skills and the ability to think pragmatically when developing and supporting initiatives.
- Ability to conduct small-scale impact assessments, including measuring the outcomes of initiatives and using the results to inform future work.

Desirable

- Understanding of the mental health and/or psychotherapy sector.
- Experience working within a committee or working group, contributing to collaborative decision-making and supporting the achievement of group objectives.

Our values

Our values are central to us.

We recruit according to these values, appraise our people against them, embed them in our working practices with colleagues, ensure that UKCP's practice is continually informed by them and measure our impact against them.

- We believe in working with **integrity** throughout the organisation.
- We are **innovative** in our approach to member support and ensuring high standards of practice.
- We ensure that our policies are **informed by data and evidence** wherever possible.
- We **recognise the pluralism of the modality traditions** upon which psychotherapy is based and encourage dialogue to promote understanding.
- We aspire to be **courageous and inquisitive** in the way we work.
- We seek to be **inclusive**, recognising the diversity of the society in which we live and work, and we strive to have respect for everyone we work with.
- We aim to **work collaboratively** with other organisations when it is in the public's interest to do so.
- We are **reflective** and seek to learn when things do not go as expected.