**College Chair - College for Child and Adolescent Psychotherapies (CCAP)**

**Role description**

# **About the College**

The UKCP College for Child and Adolescent Psychotherapies (CCAP) provides a home for a variety of UKCP accredited trainings in parent-infant psychotherapy, educational psychotherapy, and child and adolescent psychotherapies. CCAP members are all either training or have trained in these specialist areas of work and share this expertise, whatever their theoretical orientation. The College's central aim is to uphold the emotional and psychological wellbeing of infants and parents, children and young people, primarily though the setting and maintaining of high standards of education and training for UKCP accredited child trainings, to support its members and facilitate the work of UKCP in pursuing its vision, mission and strategic direction, within the College’s remit.

The College for Child and Adolescent Psychotherapies consists of:

* Organisational Members offering UKCP accredited trainings in accordance with competencies and practice standards of CCAP and UKCP
* Accredited Individual Members, who can be individual members of OMs or be Direct Members. Also, student trainee and retired members.

# **Main purpose of the role**

The primary role of the College Chair is to oversee and support the work of the college in conjunction with the College’s Executive Committee and wider UKCP committees and staff. A College Chair works as part of the College Executive Committee to provide leadership and direction for the College to support its members and to facilitate the work of UKCP in pursuing its vision, mission and strategic direction, within the College’s remit.

To support the college in focusing on describing and maintaining high standards for those who work with parents and infants, children and young people, monitor college performance, oversee and direct communication with members, be inclusive of all membership categories (including dual-college affiliations), oversee risks and risk mitigation strategies, and act as the main liaison with the Board, UKCP staff and other UKCP colleges.

To embed good governance practices in everything the College and its members undertake, abiding by the Nolan principles, the UKCP’s regulatory framework, ethical behaviours, and promoting diversity and inclusion.

To share responsibilities with the College’s Vice Chair and with other members of the CCAP Executive and the college’s standing Committees.

# **Main duties and responsibilities**

1. Lead the College in carrying out its regulatory work effectively, support UKCP’s strategic priorities across a range of activities and support CCAP members.
2. To engage and inspire the coming together of Organisational and Individual Members under the umbrella name of the College in order to promote and champion the shared specialist areas of work and interests at least twice a year in a full college meeting to include an Annual general Meeting, so that business is conducted in an orderly fashion and ensure that members from all categories can access college resources and events.
3. Drive engagement and collaboration with stakeholders including, but not limited to, college members~~,~~ subject matter experts, UKCP Colleges, UKCP staff and the Board of Trustees.
4. In liaison with the CCAP Executive Committee review the governance of the College annually in order to ensure the college fully meet the UKCP Standing Orders requirements.
5. Strategically plan the work of the college with the CCAP Executive Committee and delegate responsibilities for the wider college to complete.
6. Meet with College Exec monthly and the College Committee (Organisational Member delegates) - (a) Plan an annual cycle of meetings and meeting arrangements (b) Determine the content of College Executive Committee meeting agendas, the order in which items are taken and the amount of time to be devoted to each (c) With the support of a UKCP administrator ensure proper minutes are made of all proceedings and business transacted, which record clear and unambiguous decisions taken by the College (d) Ensure that responsibility for taking forward action points is properly allocated monitor the implementation of agreements and action points from meetings (d) Direct any person to be excluded from a meeting for any item of business, for example, on grounds of confidentiality or a conflict of interest or conduct that does not adhere to UKCP’s Values and Behaviours
7. Ensure that decisions represent the collective views of the college or (in exceptional circumstances when consensus cannot be reached) a majority view and ensure the College and its volunteers do not take decisions outside of their authorised powers.
8. Take decisions by chair’s action only in matters which, in his/her opinion, is too urgent for consultation to be a realistic option, routine or not of sufficient importance to justify the calling of a meeting; report the chair’s action to the next meeting of the College
9. Manage college representatives consulting with other college and committee members to provide advice and support.
10. Draft briefing notes and communications pieces for internal and external audiences, including mailings to members as required.
11. To ensure that appropriate representatives from the College provide expert insight and information of its client group expertise to the other constituent parts of UKCP including:
    * Members’ Forum
    * Ethics committee
    * Diversity and Equalities
    * Education, Training and Practice
    * Membership
    * Assessment Board
    * External Relations
    * Assessing and reaccrediting (via 5 yearly OMRs) Organisational Members according to CCAP specific standards
    * Assessing potential Organisational Members
    * Assessing direct member applications and 5 yearly reaccreditation and other DM matters
    * Maintaining a pool of assessors
    * Liaising with UKCP staff, including the Registrar and those within the Complaints and Conduct process as appropriate where there are complaints involving College organisational and individual members
12. Address any appeals or concerns from members or UKCP staff about the college’s regulatory requirements.
13. Engage with UKCP committees and staff as necessary.
14. Report to the CCAP Executive Committee, CCAP College Committee (CCAP Organisational Member delegates) and UKCP Board of Trustees.
15. To represent the College as a Committee member of the Professional and Regulatory Committee for Colleges and Faculties (PRCCF) whose responsibilities include overseeing Regulatory standards and practice, providing peer support, assuring cross modality standards are maintained, and informing Board strategy.
16. Attend and/or present at other meetings or events as required.
17. Guide and support college personnel through the 5-year college review process. To work constructively, transparently, and in a timely manner with the Board of Trustees and the designated staff members on matters such as College Quality Assurance Reviews, applications for change, investigations of internal college complaints. To oversee that remedial action is taken as required.
18. In liaison with the CCAP Executive and the UKCP Finance craft and present a simple activity plan with anticipated budgetary requirements to the Board of Trustees annually, in order to demonstrate how the College’s obligations will be fulfilled and monitor budget and activity plans.
19. Support, on completion of the term of office for an agreed period of time, the incoming chair through the provision of advice and de-briefing.

# **Time commitment and compensation**

The expected term of the new College Chair will be three years with the option to renew for a final three year term.

It is anticipated that the role will require a maximum of 6 hours per week on average dependent on number of active projects. Attendance at any meetings such as the college Executive meetings (monthly for 2 hours), the Professional Regulatory Committee of the Colleges and Faculties (PRCCF) meetings, a committee made up of chairs of all colleges or their designated alternate, (quarterly 10.30am-3pm) would be in addition to this.

Honorarium: £2,000 per annum + reasonable expenses (any necessary expenses arising should be agreed in advance and be claimed in accordance with the UKCP Expenses Policy). Please note UKCP is currently reviewing volunteer positions and honoraria so this may change.

# **Person Specification**

* CCAP Member
* Full clinical or non-clinical member of UKCP and CCAP for at least three years
* In good standing within UKCP, paid the relevant membership fees to UKCP and not to have been subject to any form of sanction, suspension or disciplinary censure
* Evidence of a solid understanding of Child Psychotherapy and Child Psychotherapeutic Counselling standards of education and training
* Evidence of a sound understanding of the professional regulatory environment
* Evidence of a sound understanding of regulatory body governance.
* At least two years’ experience of committee work.
* Evidence of the energy, commitment and creativity to play a full and essential role in furthering UKCP’s work to promote the needs of parents & infants, children and young people to internal and external audiences
* Commitment to the vision, mission and values of UKCP, including to diversity, equality and inclusion.
* A demonstrable commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* Good IT literacy.
* Sufficient time to fulfil the responsibilities of the role

In addition to the person specification listed above, the College Chair should be able to evidence the following:

* Strong leadership and chairing skills
* Good, independent judgement.
* People management skills
* An ability to think creatively.
* An ability to influence and negotiate across a diverse range of individuals and groups.
* A coaching approach that facilitates the development of other volunteers.
* Tact diplomacy and directness/transparency.
* Outstanding verbal and written communication skills.
* Impartiality, fairness and the ability to respect confidences.
* No obvious conflicts of interest with pre-existing roles and involvements

# **UKCP Behaviours**

The post-holder will 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 UKCP and the profession we represent.
* Take responsibility for our working culture.
* Lead by example.