

Role Profile

Role title: SCoPEd Project Lead

Reports to: Chief Professional Standards Officer

Job purpose: To lead on technical aspects of SCoPEd project and to work with and support the communications team in the strategy for member engagement and implementation.

Dimensions:

Financial: work with Project Manager on budget allocation and spend

Staff: no line management responsibility

Other: 50,000 members and stakeholders, working with independent market research companies and working with collaboration partners

Principal accountabilities:

- Use of research, collation and analytical skills to produce, in collaboration with our partners, the fourth (and final) iteration of the SCoPEd framework by Autumn 2020
- Use of writing and collation skills to update the SCoPEd methodology by Autumn 2020
- To facilitate the administration of, and attend, the Steering Group (SG), Technical Group (TG) and Expert Reference Group Meetings (ERG). This includes preparation of agendas in liaison with the Chair of each Group, updating and preparation of key documents and circulation of minutes and action trackers.
- To collate, follow up and progress key changes to the framework as agreed by the SG, TG, ERG and other stakeholders
- To progress all actions agreed by the SG, TG and ERG
- To liaise with the Project Manager about the progress of the project and to ensure delivery of key tasks, as agreed by all stakeholders
- To ensure that the budget and timeline are reflective of the progress of the work, liaising with the Project Manager to make amendments, updates and revisions
- To engage with members and deal with enquiries relating to SCoPEd
- To adopt an ambassadorial role for the SCoPEd project by leading on and participating in key internal and external events to promote the key messages arising from the project
- Identify, plan and prepare consultation documentation in collaboration with the Project Manager and Head of Communications to enable the project to meet its objectives of consulting with members and stakeholders.

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- Collate FAQ's and continuing messaging as they progress to ensure that the website contains the most up to date information and BACP staff remain informed.
- Support the Head of Comms and Head of Policy with providing information, feedback and professional knowledge of SCoPEd issues to support the delivery of the communications and policy strategies
- To contribute to internal and external work related to the project.

BACP Principal accountabilities

- To be a brand ambassador for BACP in relation to the SCoPEd project - professional, creditable, helpful and friendly, proud and knowledgeable. Uphold the brand values, be member focused, and demonstrate these at every opportunity, through verbal, written and face to face communication.

Context:

Operating environment: The SCoPEd project sits within multiple relationships including the collaboration with UKCP and BPC, the ERG and Technical Groups, the members and internal BACP teams especially comms. The BACP project team are now looking to increase the project resource by recruiting an individual whose sole focus is the SCoPEd project - supported by the project manager and other key internal staff in membership, professional standards and policy. The project teams also work internally to ensure that staff have detailed information regarding the projects and are now hoping to empower staff to be more confident in responding to queries.

Framework & boundaries: The projects work within the Ethical Framework and BACP's associated protocols however the main boundaries on the project is that this is a collaborative project with BPC and UKCP and requires an understanding of working collaboratively with external organisations and potentially with other professional bodies. There is also a requirement to be able to work flexible hours in order to attend SCoPEd meetings and key events where SCoPEd is represented.

Organisation - see organisation chart

Relationships:

Manager: Monthly one-to-one meetings with CPSO; regular informal catch up on an ad hoc basis.

Other contacts: Project Manager, some liaison with external independent market research companies will be required, BACP's Contract's Manager, along with collaboration partners.

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Knowledge & experience:

- Understanding of training and competence frameworks for counselling and psychotherapy
- Understanding of practitioner pathways in counselling and psychotherapy
- Ability to work cross departmentally and to work across external organisations
- Excellent communication skills both written and verbal with a focus on member engagement
- Enthusiasm for resolving conflict of ideas with the ability to communicate complex information effectively to members and stakeholders
- Excellent planning and organisational skills; an ability to work on own initiative, to organise and prioritise work to agreed deadlines
- An understanding of GDPR and the impact on member research, focus groups and consultation.
- Ability to quickly understand complex information regarding the SCoPEd project.

Job challenge:

The most challenging aspect of the role is holding the different elements of the project together. As well as needing good technical and analytical skills around training and competences there is the challenge of communicating the project elements to key audiences.