Family Therapy Training Program Manager

Job Description

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| **Job Title** | Program Manager |
| **Salary band:** | £40,000 pro rata for four days per week. There is flexibility to be creative about how this post is carried out and it could be done on a job share basis. |
| **Location:** | Flexible – the post will be based at home, but the post holder will be required to travel to trainings, meetings (including AFT meetings) and clinical placements on a regular basis.  Scotland-wide and north of England travel will be a key feature of the post. |
| **Job purpose** | The Program Manager will work closely with the Chief Executive, the Board of Directors and the members to develop and maintain relationships essential to the Network.  They will be a figurehead for the Network and the brand, generating suitable new vocational training opportunities.  They will be responsible for maintaining and building the academic and professional accreditation and quality of the Network and its training. This will be the main focus of the role.  The Program manager will look to forge and develop new links with relevant institutions and organisations in order to achieve the Family Therapy Training Network’s strategic aims and objectives. |
| **Principal Responsibilities** | Provide creative and committed academic and professional leadership, and collaborate as required with trainers and other stakeholders to support improvements in quality, learning and teaching within the Family Therapy Training Network.  Actively seek and generate income for the Network, through appropriate vocational training opportunities.  Maintain an up to date and professional knowledge of the Family Therapy field in order to keep the courses up to the required standard.  Design, and develop a range of CPD events for the Family Therapy Training Network Co-operative members.  Maintain a portfolio of teaching as required by the Network.  Ability to seek opportunities to develop short courses relevant to current Scottish Government policy and landscape.  Build and maintain strong relationships with key sector bodies such as AFT and UKCP.  Maintain the AFT accreditation status of the courses. |

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|  | Develop and maintain the relationship with a University for accreditation of the Masters course.  Finding, developing and managing Clinical Placements required within the Masters Course.  Develop and co-ordinate FTTN research activities both at the MSc training level in terms of ethics procedures and look to opportunities to carry out, write and publish Family Therapy research in appropriate publications.  Any other duties commensurate with the grade. |
| **Responsible to:** | The Chief Executive and The Family Therapy Training Network Board of Directors. |
| **Responsible for:** | The maintenance and development of the academic and professional aspects of family therapy training and the Family Therapy Training Network. |
| **Working Relationships** | *Externally, with*  AFT, UKCP, University, The Scottish Government, Local Authorities and Third Sector Organisations.  *And internally, with:* The Chief Executive, The Board of Directors, trainers and FTTN members |

Person Specification

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|  | **Essential** | **Desirable** |
| **Qualifications**  **Experience** | * Accredited Family Therapist registered with UKCP * Teaching and development experience in Family Therapy * Excellent interpersonal and relationship development skills | * Registered Supervisor or a willingness to work towards becoming one essential * Experience of developing relationships with a number of organisations * Experience of supervising and managing others * Experience of building teams and team working * Experience of having exploited academic enterprise opportunities to generate income |
| **Knowledge and understanding** | * An understanding of the AFT accredited Family Therapy courses to Masters level * Knowledge of current effective practice in | * Understanding of the University accreditation |

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|  | Family Therapy   * Good knowledge of effective teaching and learning practices. * Understanding of diversity. | system in relation to the Masters Course. |
| **Skills** | * Ability to be creative and innovative in the development and delivery of learning and teaching. * Excellent verbal and written communication skills. * Ability to work independently, undertaking a high level of personal responsibility and initiative as required within the role. * Ability to manage demanding workloads including working to conflicting deadlines whilst maintaining attention to detail * Ability to use networks of contacts appropriate to the role. | * Project management skills and experience |