**Role Description: Catalyse Lead for CPD**

Key tasks

* Liaise with the CAT community to generate ideas about possible CPD events, to include strategic thinking with the Practitioner Course team.
* Liaise with the Catalyse Executive regarding emerging ideas
* Approach possible CPD presenters and support their submission of a proposal
* Keep an ongoing log of CPD events and progress
* Liaise with presenters to fine tune the proposal and maintain positive contact and encouragement if presenters struggle with deadlines in relation to planned submissions, and/or communicating closure to a submission process if required
* Share the proposal with Catalyse Executive for approval and further refinement
* Liaise with our administrator and Website/Social Media lead regarding events, advertising and set up arrangements
* Work closely with this team and keep the Executive informed of events as required including being responsive to bookings, numbers and issues as they arise
* Liaise with the presenter(s) throughout as required
* Review the feedback and evaluations, provide periodic reports to the Executive regarding the events including financial aspects of this workstream

Support for you

We hope that you will find it enjoyable to work with a group of like-minded colleagues in a supportive, collaborative group. The outgoing CPD lead will support you during the first year. We have an annual AGM and away half day for the Executive at which time we reflect on our overall direction and the work of Catalyse.

Work pattern

All Catalyse work-stream lead roles require flexible working. The CPD lead role is approximately 30 hours over a year. In addition you would attend Executive meetings which are usually 3 half days a year in Manchester with intermittent telephone conferences (1 hour) and email to support the business of the Executive.

Fees

Trainers, Work-stream Leads and Executive members are not employed by Catalyse but work in a self-employed capacity claiming fees for the specific duties. We pay ACAT recognised fees for all aspects of Catalyse work and an attendance fee for meetings. Inevitably some aspects of the work are absorbed and not claimed for – e.g. routine emails, phone discussions outside of tele conferences.

Current rates are under review for 2018-19 but at the time of advertising are

* Teaching £400 per day plus travel expenses
* Supervision £60 per hour
* Marking £50 per script
* Catalyse related work such as the tasks of the CPD Lead are £40 per hr
* Attendance fee for meetings £100 per half day plus travel expenses.

**Person Specification**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **TRAINING & QUALIFICATIONS** | Post-graduate level training in a core mental health profession and minimum of CAT Practitioner level training  Full member of ACAT | Training in one or more additional specialised areas of psychological practice.  Evidence of continued development of CAT practice and skills through CPD and areas of interest |
| **EXPERIENCE** | Experience of working as a CAT therapist  Experience of exercising full clinical responsibility for clients’ psychological care and treatment | Experience of working in the NHS  Experience of working with diverse client groups, presenting with a range of clinical severity  Experience of teaching and training |
| **KNOWLEDGE AND SKILLS** | Knowledge of theory and practice of CAT  Organisational skills, a ‘finisher’  Strategic thinking as to what the CAT community may value in a programme of CPD | Skills in providing consultation and support  Ability to develop and use multi-media materials for presentations in public, professional and academic settings. |
| **PERSONAL ATTRIBUTES** | Enthusiasm for CAT and its application with a broad range of psychological difficulties, an interest in models of training delivery, and an ability to articulate the value of CAT to an audience.  Ability and commitment to work collaboratively, flexibly and responsively  Ability to contain and work with organisational stress and ability to ‘hold’ the stress of others. | A commitment to delivery of training and a desire to continue to develop expertise in CAT.  Ability to demonstrate leadership and management skills. |
| **OTHER** | Ability to identify and employ, as appropriate, mechanisms for the support, governance and maintenance of CAT teaching. | Resident or working within easy commuting distance of the main CPD venue or able to say how this can be addressed (Manchester)  A special area of interest and passion within CAT |