

Job Description – CAPT/LAY Chair of the Board of the ACP: Child and Adolescent Psychotherapy.

Contract type and working pattern: Permanent

Salary: Remunerated at £9,000 per annum

Annual Leave: 28 days (pro rata)

Commitment: 1 day per month

Location: Flexible / Hybrid (attendance at key meetings required) When necessary to attend evening meetings.

The appointment to the role will include a three-month probationary period in which a regular review of mutual performance will be monitored and if after this period, the conditions of the probationary period are met, it will become a permanent post.

The ACP

The ACP's primary task is to raise, maintain and regulate professional standards in relation to Child and Adolescent Psychoanalytic Psychotherapy in the UK, to ensure that the public are protected in relation to Child Psychotherapy delivered by ACP Child Psychotherapists and to support ACP members to achieve and maintain the highest professional practice.

Purpose of the Role

The Chair of the Board provides overall leadership of the Board of the Association of Child Psychotherapists (ACP), working alongside the CEO, Executive Management Team (EMT), and Board in ensuring the organisation fulfils its mission to uphold professional standards, influence national policy on child mental health, and promote the contribution of Child and Adolescent Psychotherapists to mental health and wellbeing services.

The Chair will lead the Board in setting the strategic direction of the ACP, maintaining high standards of governance, and ensuring that the ACP remains a respected, effective, and inclusive professional body which gathers, listens, and responds to membership voices.

Key Responsibilities: Leadership and Governance

- In collaboration with the CEO, lead the Board in developing and directing the organisation's strategic plan, which is then operationalised and executed by the CEO.
- Ensure that the ACP complies with its constitution, regulatory requirements, and good governance practice.
- Chair Board and General Meetings effectively, encouraging full participation and clear decision-making.

- Lead on the selection, recruitment, and induction of the Board every 2-4 years or as and when needed.
- Lead on the recruitment and management of the Vice Chair.
- Ensure the Board operate with appropriate skill, diversity, and transparency and to support the CEO in upholding these values within the organisation.
- Oversee the Boards performance and ensure effective delivery of its objectives.
- Support the Board in its function to monitor financial sustainability, risk management, and compliance.
- To have an overview of finances of the organisation.
- Promote diversity and equality across all aspects of the organisation's work.

Working Relationships

- Oversees The ACP Board of Directors.
- Oversees the Chief Executive Officer (CEO) and the Vice Chair carrying out their 360 appraisals.

Time Commitment and Remuneration

Meeting / Task	Average weekly Schedule (subject to change)
ACP Board	Friday 3:00pm – 5:30pm four times per year plus time for setting agenda and gathering papers. (6 hours per meeting)-additional £500 paid per meeting to account for additional time needed
AGM	One per year plus rehearsal – 5 hours – paid an additional £500 for this event Preparation of agenda and papers done in conjunction with Vice Chair.
Monthly meetings with CEO	One hour per month.
Monthly meetings with Vice Chair	One hour per month
Correspondence – Chair is expected to access their ACP email on a regular basis	One hour per month

Total	65 hours per year / 5.5 hours per month (inclusive of Board & AGM time) Total remuneration: approx. £9000
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Person Specification

Essential Criteria

Experience & Knowledge

- Significant senior leadership experience, ideally at Board or Chair level.
- Proven experience of governance, including working with or leading boards.
- Understanding of strategic planning, organisational development, and performance oversight.
- Experience of working with senior executives (e.g. CEO) and supporting accountability.
- Knowledge of financial oversight, risk management, and regulatory compliance.
- Understanding of the role of professional bodies and/or membership organisations.

Skills & Abilities

- Strong leadership and facilitation skills, with the ability to chair meetings effectively and drive clear decision-making.
- Strategic thinking with the ability to balance long-term vision and operational realities.
- Excellent communication and interpersonal skills, with the ability to engage and influence a wide range of stakeholders.
- Ability to support, challenge, and hold senior leaders to account constructively.
- Sound judgement and decision-making, particularly in complex or sensitive situations.
- Ability to promote collaboration, inclusivity, and transparency at Board level.

Values & Personal Attributes

- Strong commitment to the mission and values of the ACP.
- Demonstrated commitment to equality, diversity, and inclusion.
- Integrity, independence, and professionalism.
- Ability to act as an ambassador for the organisation.

- Commitment to listening to and representing the voices of members.
- Willingness to dedicate the required time and preparation to fulfil the role effectively.

Desirable Criteria

- Knowledge or experience of child and adolescent mental health, psychotherapy, or related sectors.
- Experience of influencing policy or working with government, NHS, or national bodies.
- Experience of leading organisational change or transformation.
- Understanding of membership engagement and stakeholder representation.