

## **IACP Accreditation Officer Job Description**

**Job Title:** Accreditation Officer

**Reporting To:** Accreditation Supervisor

**Liaising With:** IACP Sub-Committees

**Contract Term:** Permanent

**Job Summary:** Responsible for the coordination, administration and certification of Professional Accreditation memberships (Therapist, Supervisor & Course categories), applications and maintenance of individual membership records. The Accreditation Officer works to ensure that the IACP's strategic goals in the area of Professional Accreditation are met. Accreditation Officer liaises with IACP Sub-committees.

### **Key responsibilities (include but are not limited to):**

- Provide helpful, accurate and prompt advice and guidance to existing & potential members on membership issues
- Provide helpful, accurate and prompt advice and guidance to potential supervisors on supervision membership issues and to ensure that membership procedures are correctly followed and updated as necessary in order to meet requirements
- Provide helpful, accurate and prompt advice and guidance to course providers on course accreditation membership issues and to ensure that accreditation procedures are correctly followed and updated as necessary in order to meet requirements
- Clearing relevant applications for accreditation
- Coordinating relevant paperwork for presentation to IACP Sub-Committees and minute taking
- Verifying Supervisor Report Forms
- Confirming applicant's eligibility for membership
- Liaising with the Accreditation Supervisor on the day-to-day handling of accreditation / supervision enquiries
- Ensure that membership procedures are correctly followed and updated as necessary in order to meet requirements
- Contribute, as directed, to developing new membership initiatives
- Assist with enquiries about professional categories of membership and manage the related correspondence and administration as applicants proceed through the membership and accreditation process
- Maintain accurate member details on the database and make necessary changes to member contacts details and qualifications both on the database and on the website (where necessary)

- Attendance at staff meetings
- Other duties as assigned by Line Manager

## **Person Specification**

### **Essential Requirements:**

- A third level qualification
- Minimum of 2 years' experience in an administrative / regulatory role
- Knowledge of and/or interest in education and training delivery
- Excellent timekeeping and pattern of attendance
- Excellent written and verbal communication skills
- Excellent computer skills, demonstrating extensive experience of Microsoft Word, PowerPoint, Excel and Outlook
- A completer-finisher
- Highly motivated self-starter with initiative to make things happen
- Have a calm confident and helpful telephone manner
- Creative and lateral thinker
- Excellent organisational skills, and ability to effectively prioritise time and work
- Ability to build and maintain mutually beneficial relationships with other organisations and individuals.
- Flexible
- Able to work on your own initiative
- Very organised

### **Desirable Requirements:**

- Knowledge of and interest in Counselling and Psychotherapy / mental health
- Experience of working in the voluntary sector in some capacity or other
- Experience working with "Salesforce" or another CRM system
- Full, clean driving licence

### **Remuneration and conditions:**

- A starting salary of between €28,080 and €31,200 per annum, dependent on experience.
- IACP staff are currently working a hybrid solution, working 2/3 days per week in IACP's Office, Marina House, 11-13 Clarence Street, Dun Laoghaire, Co Dublin, and the other days remotely.
- The normal working hours are 40 hours per week between 9 am and 5 pm, Monday to Friday. There is a flexible option of starting between 8.30 am – 9.30 am and finishing between 4.30 pm - 5.30 pm each day.
- The annual leave entitlement is 23 days per annum.

### **Employee Benefits:**

- Flexible start and finish time (as above)
- Hybrid working schedule (as above)

- Performance related annual increases, relevant to the appropriate salary scale
- On successful completion of 6-month probationary period, annual bonus in December (equivalent to 1 week's salary)
- Additional days leave (outside above) Good Friday and Christmas Eve
- Service Recognition Scheme
- IACP provide HSF Health Plan for all staff
- Group Pension Scheme Plan (following 12 months service)
- Workplace Well-being policy including access to Employee Assistance Programme (counselling, portal, monthly eNews & Webinar), wellness workshops, 1 self-care day per annum.
- Team Building initiative
- Support for Professional Training and Development
- Bike to work scheme
- Commuter Ticket scheme
- Savings at local and national retailers with the IACP Countdown Card

**All staff are expected to:**

- Work in accordance with the IACP HR policies and procedures.
- Help maintain a safe working environment and take responsibility for own and colleagues' health and safety.
- Undertake such other duties within the scope of their post as may be asked by their manager.
- Staff may be required from time to time to work outside of the core hours and the IACP operates a Time in Lieu system for such hours should they arise.
- Staff may be required to travel on occasion as part of the role and travel expenses are paid at civil service rates.

**Application details**

Please send a current Curriculum Vitae and Cover Letter outlining your suitability for the position by midday on **Monday, 20<sup>th</sup> of February 2023** by email to [JobVacancies@iacp.ie](mailto:JobVacancies@iacp.ie)

IACP is an equal opportunity employer.

Please note that there will be two rounds of competency-based, in-person interviews with first round interview scheduled for February 22<sup>nd</sup>.

No work as a Counsellor/Psychotherapist should be undertaken, or memberships of other Counselling and Psychotherapy Associations held whilst holding an employee position at IACP.