



THE ANNA FREUD CENTRE

JOB DESCRIPTION

Title:	Training and Events Co-ordinator
Reporting to:	General Manager
Employer:	The Anna Freud Centre
Salary:	£21-£23k per annum, plus 6% contributory pension scheme with Scottish Life
Location:	12, 14 and 21 Maresfield Gardens, London NW3 5SD and some external venues
Working Hours:	35 per week, 9-5 Monday to Friday
Holiday entitlement:	20 working holidays + statutory holidays + 7 AFC days (the working days between Christmas and New Year and the Tuesday after the late May Spring Bank Holiday).

The Anna Freud Centre

The Anna Freud Centre (AFC) addresses the emotional well-being of children through Practice and Learning. As a Centre of Practice the AFC is dedicated to developing innovative and excellent treatments and services for children and families. Its services are offered at the Centre and in a range of settings including schools, nurseries, homeless hostels, health centres, Children's Centres, Sure Start projects and prison mother-baby units. As a Centre of Learning the AFC pioneers training and research dedicated to improving understanding of children and young people's emotional problems through training allied and mental health professionals, conducting empirical research and advising practitioners, universities and policy makers. The Centre is affiliated to University College London (UCL), with which it offers three masters degree programmes (one of which is also offered with Yale University), a clinical doctorate and undertakes collaborative research studies.

Overview of the post

This is an exceptional opportunity for an ambitious, creative individual to co-ordinate, market, administer and develop all short courses and conferences run by The Anna Freud Centre. The Centre has built-up up a range of short courses and conferences for mental health professionals which are a vital source of funding for the Centre's work and form a key part of its activities. The current post-holder will be moving into a different role within the organisation and will provide support for the new post-holder. This will be a busy, but rewarding post for the right candidate. In addition, the post-holder will assist in the organisation and co-ordination of events to market and fundraise for the Centre.

Person specification

The post requires an intelligent, hard-working candidate with excellent computer and organisational skills. Familiarity with Microsoft Office is essential and knowledge of working with databases is advantageous (full training will be given in Raisers' Edge – AFC's contact / fundraising database). A flexible approach, together with the ability to work independently but to liaise and seek guidance when necessary, is also important. The post-holder will need to be motivated, able to juggle a busy workload and have a positive and helpful attitude. Strong communication skills and the ability to liaise with individuals from all academic levels are essential. The post-holder will be required to design flyers, posters and other promotional material so desktop design skills would be an advantage, although training will be arranged. Some web design experience would also be advantageous.

Main Responsibilities of the Post:

- Co-ordinating a timetable of all courses and conferences, working closely with trainers and other members of administrative team
- Supporting Course Leaders - including strategy planning, advertising, booking and running events
- Researching new training opportunities and supporting applications for new course accreditation
- Researching marketing strategies for courses and conferences
- Management of high demand for popular courses, including fielding telephone and email enquiries from NHS and other professionals
- Pricing courses and negotiating training contracts with external training centres
- Maintaining mailing lists and databases demonstrating awareness of current Data Protection legislation (training will be given)
- Advertising and marketing courses
- Developing online payments system with accounts department
- Researching individuals/organisations to promote courses
- Full administration and liaison for all aspects of courses and conferences (see attached schedule for current list of courses and conferences)

Other tasks:

The post-holder will be required to:

- Take responsibility for and support Audio Visual equipment and training spaces
- Co-ordinate the production of course materials such as training DVDs and promotional material
- Undertake any other ad hoc tasks as requested by the General Manager, Directorial Team or Course Leaders
- Cover for other administrative colleagues on an ad hoc basis

March 2008