



Psychotherapy and Counselling
Federation of Australia

POSITION DESCRIPTION

TITLE:	Professional Development Coordinator
REPORTS TO:	Practice Advisor
SALARY :	Pro rata \$68K FTE with NFP Salary Sacrificing options
HOURS:	3 days a week (with possibility of FT)

MISSION

The Psychotherapy and Counselling Federation of Australia (PACFA) is a peak body for the counselling and psychotherapy profession in Australia. PACFA is a non-profit federation, made up of individual members, Branches and Colleges and Member Associations.

PACFA's mission is to advance the counselling and psychotherapy profession and to benefit members of the community who seek the services of counsellors and psychotherapists. PACFA's main functions include:

- Membership services for individual and organisational members of PACFA, including providing professional development activities and conferences
- Maintaining the PACFA Register for registration of qualified and experienced practitioners
- Establishing and upholding professional standards relating to training, ethics, and practice
- Accreditation of psychotherapy and counselling training programs
- Conducting research on the effectiveness of counselling and psychotherapy
- Being a national voice for the profession and representing PACFA and members' interests

POSITION PURPOSE

This position is primarily responsible for PACFA's Professional Development (PD) activities. This includes providing advice and support to the PACFA Colleges and Branches to create and deliver PD opportunities and to coordinate and deliver existing and new PACFA PD.

KEY RESPONSIBILITIES

Learning and development solutions

- Develop and facilitate delivery of a wide range of effective professional development programs with key stakeholders including PACFA College and Branch Committees
- Implementing appropriate learning platforms and content delivery, including advising and vetting presenters
- Training College and Branch members in the use of technology and assisting in webinar deliver

Environmental awareness

- Stays informed of PACFA environment, trends in best-practice learning, and inform PACFA priorities. Contributes information to support development of effective team plans. Promoting PD events to PACFA members and other stakeholders

Reporting

- Collates, records and reports on learning activities and outcomes, providing both qualitative and quantitative information to track success and identify improvements.

Relationship Management

- Maintains positive working relationships with both internal and external stakeholders.

Internal

- Small teams require positive functioning relationships. The CPD Coordinator reports to the Practice Advisor with the practice team. Administration, Membership development and Communication colleagues are key relationships.

External

- PACFA Colleges and branches in partnership facilitators, government agencies and training providers.

Financial Accountabilities

- Advice and monitoring of project budgets, including processing payments and bookings.

Other administrative duties as required

SELECTION CRITERIA

- An appreciation of the importance of mental health care in Australia
- An understanding of the Psychotherapy and Counselling profession
- Well-developed organisational and administrative skills including computer skills (MS 365, Word, Excel, Outlook, Zoom) able to run webinars and online training
- Well-developed interpersonal, verbal and written communication skills
- Ability to work autonomously, and to assist in a small team environment
- Experience working in the not-for-profit sector
- Project management experience

OTHER INFORMATION

Some evening and weekend work will be required as a part of this position.