



THE ANNA FREUD CENTRE
DEDICATED TO THE EMOTIONAL WELL-BEING OF CHILDREN

Short Course and Conference Co-ordinator

Job Description

Title:	Short Course and Conference 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

The post holder will co-ordinate and oversee all aspects of short course and conference organisation. The short courses and conferences form a vital part of the Centre of Learning and contribute to the Centre's activities providing a valuable source of income. The post holder will work with a range of course leaders to provide training and professional development to a range of students, NHS and allied health professionals. This will include research and development, marketing and administration of existing and new short courses and conferences. This is an exceptional opportunity for an intelligent, creative, hard working candidate to take these areas of the Centre's activities forward.

Main Responsibilities

- Maintaining and developing systems to co-ordinate a calendar of short courses and conferences (a list of all current courses and events which the post holder will be responsible for is attached)
- Advertising courses including designing promotional material using Adobe In Design (training will be given)
- Fielding enquiries by email and phone, including management of high demand for popular courses
- Processing course and conference bookings and managing payments in collaboration with the accounts department
- Developing and improving booking systems, developing online payments system with the accounts department
- Managing information, maintaining mailing lists and databases, demonstrating awareness of current Data Protection legislation
- Maintaining and developing effective admin systems
- Preparing course materials as required by course leaders
- Providing AV and other logistical support for short courses and conferences
- Researching new training opportunities and supporting applications for new course accreditation
- Researching marketing strategies for short courses and conferences
- Pricing courses and negotiating training contracts with external training centres, liaising with the General Manager and course leaders as appropriate

Other tasks

- Co-ordinating the production of course materials such as training DVDs as required by course leaders
- Assisting with fundraising events or other one-off events as required
- Undertaking any other ad hoc tasks as requested by the General Manager, Directorial Team or Course Leaders
- Covering for other administrative colleagues on an ad hoc basis