ETHICS AND CONDUCT COMMITTEE APPLICATIONS

YOUR CHANCE TO INFLUENCE THE DEVELOPMENT OF THE THERAPY PROFESSION

COSRT.ORG.UK INFO@COSRT.ORG.UK TWITTER: @COSRTNEWS

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College of Sexual and Relationship Therapists

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COSRT IS SEEKING APPLICATIONS TO JOIN A NEW COMMITTEE

We are looking for applications from dynamic, committed professionals from both in and outside COSRT's Membership to join a new Ethics and Conduct Committee.

This will group work with the Chief Executive to advise and report to the board, supporting key pillars of our work. This is your chance to make a difference to the development of the therapy sector in the UK. Your chance to support our ongoing development as we cement our position as a sector-leading organisation.

WHO WE ARE & WHAT WE DO

COSRT is the Professional Body for Psychosexual and Relationship Therapies. We set quality training and ethical standards for therapists. We hold two Registers of therapists who meet or exceed these standards. We accredit and deliver training. We carry out and support research. And we support the public with information.

WHAT IS THE COMMITTEE?

The Ethics and Conduct Committee will be an oversight and advisory group linked to the Board. It will give advice on ensuring the professional standards are underpinned by the best quality policies and practices. It will work to ensure the organisation's ethical codes and conduct procedures protect professionals and the public. And it will play a key role in supporting the application of these policies.

WHAT WE ARE LOOKING FOR

We are looking for people with the skills described in the Person Specifications (below). The Committees will include COSRT Members and non-Members – so we invite applications from both.

We are looking for at least one non-COSRT Member and two COSRT Members.

To ensure our Committees are as diverse as possible we are particularly keen to receive applications from Black, Asian and minority ethnic people, people with disabilities, or who experience physical or mental health concerns; people who identify as being LGBTQIA+.

PERSON SPECIFICATION – ETHICS AND CONDUCT COMMITTEE

We seek applicants with some or all of the following key skills and experiences to join our Ethics and Conduct Committee:

- Understanding of how conduct procedures and policies operate.
- Knowledge of good practice in conduct, complaints, and ethics.
- Experience of developing or administering ethical codes and policies.
- Experience of developing, administering, or engaging in conduct procedures.
- An understanding of the sector, key organisations, and the wider egulatory framework.

REQUIREMENTS FOR COSRT MEMBER APPLICANTS

Applicants from COSRT Membership must be able to show that they:

- Are an Accredited COSRT Member or above.
- Have at least five years' post-qualification experience in Psychosexual and Relationship Therapy and/or Relationship Therapy.
- Have no adverse professional conduct judgements recorded.
- Are free from any conflicts of interest.

WHAT'S INVOLVED

- The Committees will meet between three and four times a year.
- Meetings will be held remotely.

- The Committee will appoint a Chair from within its membership.
- Committee members may be asked to take on specific roles, for example to attend additional meetings if necessary.
- All Committee members are expected to participate in discussions, provide opinions and make decisions as required.
- Committee members may be contacted by staff for support in their specific area of expertise.
- Committee members will serve for a term of up to two years, and no longer than four years consecutively.

RESPONSIBILITY OF A COMMITTEE MEMBER

- Keep up to date with all relevant areas relating to your area of expertise and how these impact COSRT and the wider profession.
- Be a source of advice and guidance to trustees and staff on matters relating to your expertise and ensure that agreed delegations are adhered to across the organisation.
- To actively take part in meetings and lead or participate in other committees to help develop the profession.
- To be an advocate for COSRT and Psychosexual and Relationship Therapies.

OTHER INFORMATION

Committee Members are volunteers without renumeration save for reasonable expenses. The Committee will work closely with the CEO, and will provide reports to

the Board. Meetings will be held remotely, with the possibility of in-person meetings if requested by members.

NEXT STEPS

Please send your CV, two professional referees and a covering letter (two page maximum) demonstrating your suitability for the role to john.dodd@cosrt.org.uk. All completed applications must be received by 31st August 2023.

Following the closing date, we will shortlist applicants based on their ability to meet the person specification by the 14th September 2023.

Shortlisted applicants will be invited for interviews in the second half of September. Interviews will take place by Zoom and will include the Chief Executive Officer and Chair of the Board. Committee members will be confirmed in October.

If you would like to discuss this opportunity before applying, please e-mail John Dodd, Chief Executive Officer (john.dodd@cosrt.org.uk) to arrange a discussion with the Chair or CEO.

Ethics and Conduct Committee Terms of Reference

Purpose

The purpose of the committee is to ensure COSRT's ethical standards and Conduct Procedures are fit for purpose and properly applied. The aim is to maintain 'Best Practice' as the benchmark for COSRT. This committee reports to the Board of Trustees in an advisory capacity on ethical and conduct issues, and can provide advice to COSRT senior management.

Scope

The committee will:

- Keep abreast of current thinking, standards, legal obligations and general standards of ethical practice and professional conduct.
- Ensure this is both modelled and disseminated to staff and Trustees and informs the development of relevant policies and procedures.
- Be available to give non-binding advice on the conduct of live complaints subject to request from either the Board of Trustees or the Registrar.
- Receive updates on the conduct of complaints during the process.
- Conduct ex-post reviews of the conduct of complaints, raising and reporting lessons learned to appropriate parties.
- Share information with other Committees to allow the updating of Risk Registers for the professions overseen by COSRT.
- Review ethical standards and conduct procedures annually and propose adjustments to staff and Trustees based on legislation and feedback.

Authority

The committee is advisory. It will make reports to the Board. This committee does not have any financial authority.

Membership

Membership is expected to comprise of a minimum of:

- One layperson
- Two COSRT Members
- One COSRT staff member (ex officio)

All members are agreed by the board. Appointments last two years and are renewable once subject to Board agreement.

Meeting Arrangements

The committee will aim to meet quarterly and will meet no less than three times per year.

Reporting

The committee reports to the COSRT Board of Trustees.

Resources

The committee has administration support available to it via an ex-officio COSRT staff member or other staff member.

Review

The terms of reference of this committee will be reviewed annually and will be a standing agenda item on the first Board meeting of the new year.

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PO Box 6945,
London W1A 6US

info@cosrt.org.uk
www.cosrt.org.uk

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