



The Association of Directors of Public Health

Job Description

Job title:	Project Administrator
Salary:	£23-26k
Hours:	Full time
Contract:	Permanent with a probationary period
Responsible to:	Public Affairs Manager

ADPH

The Association of Directors of Public Health (ADPH) is the membership body for Directors of Public Health (DsPH) in the UK. It represents the professional views of all DsPH as the local leaders for the nation's health.

The Association has a heritage dating back over 160 years and is a collaborative organisation, working in partnership with others to strengthen the voice for public health. It seeks to improve and protect the health of the population through collating and presenting the views of DsPH; advising on public health policy and legislation at a local, regional, national and international level; facilitating a support network for DsPH; and providing opportunities for DsPH to develop professional practice.

Job Purpose

- To provide high quality administration for projects, events and programme business as usual across the whole team.
- To ensure ADPH activity is recorded appropriately and comprehensively.
- To support ADPH Managers in the development and delivery of successful work programmes.

Key relationships

- Other ADPH staff.
- ADPH members across the UK.
- Representatives of stakeholder and partner organisations.

Accountability and reporting

Accountable to the ADPH President, Board and Council through the Public Affairs Manager.

Principal responsibilities

Project support

- Work with the whole ADPH team on development and delivery of projects across all organisational work programmes.
- Support project planning, reporting and evaluation activities.
- Support the development, delivery and evaluation of ADPH member events and webinars to maximise members' benefit and contribution to future ADPH work.
- Facilitate dissemination of resources and other project outcomes.
- Provide high quality administration for other projects.

External Affairs

- Work with the Public Affairs and Communications and Marketing Managers to track requests from external organisations for representation, input and endorsement.
- Support the Public Affairs function with monitoring of the parliamentary landscape via ADPH's parliamentary and consultation scans.
- Facilitate system-wide policy advisory group meetings by eg collating papers, taking minutes.
- Support delivery of ADPH's Funding Strategy and provide administrative support to the Grants and Sponsorship Work Programme.
- Contribute to production of newsletters, website maintenance and other communications.

General administration

- Work with the whole team to support the Managers in delivery of their work programmes.
- Develop a strong relationship with members to achieve excellent two-way communication.
- Work with the Managers to ensure ADPH record keeping, and database are up-to-date, fit for purpose and allow for accurate reporting.
- Support monitoring and maintenance of ADPH's joint inboxes.
- Support the team in its use of technology to provide efficient and effective working, recording and reporting.
- Organise and facilitate meetings with members and stakeholders including collating papers, registration, minute-taking and follow up actions.
- Deliver high quality outputs individually and through collaboration.
- Work with and support colleagues to ensure robust cover arrangements and workload spread.
- Undertake any other administrative duties as required.

Professional

- Comply with all ADPH policies and protocols including confidentiality.
- Uphold the ADPH values: members first; excellence; collaboration; inclusion; professionalism.

This job description will be reviewed not less than annually as part of the appraisal process.