



The Association of Directors of Public Health

Person Specification

Job title: Project Administrator

	Essential Criteria	Desirable Criteria
Education qualifications	5 GCSE's (A – C) or equivalent A Levels or equivalent	Degree or equivalent
Experience	Experience of working independently in an administrative role Experience of successful remote working Meeting administration Note taking	Project management Record keeping Event administration Documenting business processes
Skills/Ability/Knowledge	Excellent organisational and prioritisation skills Consistent attention to detail Microsoft Office: high level of competence in SharePoint, Teams, Word, Excel, PowerPoint and Outlook Wider knowledge of IT including technical and remote solutions Excellent written and oral communication skills at all levels Understanding of confidentiality and data protection	Salesforce database Website support Understanding of membership organisations Interest in and knowledge of public health
Qualities/Attributes	Positive, can-do attitude Flexible approach to work Pro-active and able to use own initiative Willing to learn and enthusiastic about own development Punctual and reliable Ability to work co-operatively in a team Self-disciplined and highly organised	
Other requirements	Willing to be flexible with hours and occasional off-site work	