



Association of the Directors of Public Health
hosted by UK Health Forum

Person Specification

Job title: Membership Coordinator

Department: ADPH

	Essential Criteria	Desirable Criteria
Education Qualifications	5 GCSE's (A – C) or equivalent A Levels or equivalent	Educated to a degree level
Experience	Experience of working independently in an administrative role Database management Event management	Local Authority or other Public Sector or Voluntary Sector background Communications Project management Understanding of membership organisations Public Health
Skills/Ability/ Knowledge	Excellent organisational and prioritisation skills Consistent attention to detail Excellent written and oral communication skills at all levels Understanding of confidentiality and data protection Interest in IT and technical solutions	Salesforce database SharePoint Website and on-line platform support Minute taking
Qualities/ Attributes	Positive, can-do attitude Pro-active and able to use own initiative Credible at a high level 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	