



# Association of the Directors of Public Health

## Job Description

**Job title:** Project Administrator  
**Salary:** £21,000 - £23,000 pa plus pension contribution of 10%  
**Hours:** Full time  
**Contract:** Permanent  
**Responsible to:** Head of Engagement, ADPH

### ADPH

The Association of Directors of Public Health (ADPH) is a Charity and Company Limited by guarantee and is the representative body for Directors of Public Health (DsPH) in the UK.

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.

The Association has a rich heritage, its origins dating back more than 160 years. It is a collaborative organisation working in partnership with others to maximise the voice for public health.

[www.adph.org.uk](http://www.adph.org.uk)

### Job Purpose

- To support the delivery of specific projects across the ADPH work programmes
- To coordinate ADPH events and meetings including increasing use of technology and remote access
- To ensure ADPH activity is recorded appropriately and comprehensively
- To work across the team to provide a robust quality administrative function

### Key relationships

- Other ADPH staff
- Directors of Public Health across the UK
- Representatives of partner organisations

### **Principal responsibilities**

ADPH is recruiting two project administrators who would split the following responsibilities between them:

- Deliver and evaluate ADPH events including member workshops and webinars
- Set up and administer meetings with members and stakeholders including collating feedback
- Administer ADPH Council meetings including collating papers, recording minutes, inductions for new Council members and regular correspondence on key issues
- Coordinate the ADPH mentoring and peer support schemes
- Support the team in its use of technology to provide efficient and effective working, recording and reporting
- Contribute to ADPH's communications processes including website maintenance and preparing and disseminating regular newsletters
- Support with the administration of projects to ensure timely delivery and regular reporting and evaluation
- Provide other administration functions as required including cover for absence

### **Professional**

- Comply with all ADPH policies and protocols
- Hold to the core public health values: equity; empowerment; fairness; inclusiveness; effectiveness; evidence-base
- Act according to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership with respect for all others and the environment

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