



Association of the Directors of Public Health

# Person Specification

Job title: Project Administrator

	Essential Criteria	Desirable Criteria
<b>Education Qualifications</b>	5 GCSE's (A – C) or equivalent A Levels or equivalent	
<b>Experience</b>	Experience of working independently in an administrative role Experience of successful remote working Meeting and event administration Minute taking	Project management Record keeping
<b>Skills/Ability/ Knowledge</b>	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
<b>Qualities/ Attributes</b>	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	
<b>Other requirements</b>	Willing to be flexible with hours and occasional off-site work	