



The Association of Directors of Public Health

Job Description

Job title:	Policy Project Coordinator
Salary:	Starting salary £26,000 – £28,000
Hours:	Full time flexible
Contract:	Permanent – hybrid working from home and London office
Line Management:	Policy 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.

www.adph.org.uk

Job Purpose

- To provide high quality coordination for projects, events and work programme business as usual
- To support the Policy Manager in delivering a successful work programme
- To provide cross-team support and assist Programme Managers in delivering successful work programmes

Key relationships

ADPH Vice President, ADPH Council and Policy Advisory Group (PAG) members
Policy staff at stakeholder organisations

Principal responsibilities

- Work with the relevant programme teams and project managers to deliver work in ADPH work programmes ensuring accurate and timely recording of activity and progress, in particular to support work in the Policy programme
- Support member and stakeholder communications through regular newsletters, website etc
- Work with and support colleagues to ensure robust cover arrangements and workload spread

Deliverables

- Support the Policy Manager in the development of policy statements, consultation responses and briefings etc
- Administer ADPH Council meetings and co-ordinate ADPH Policy Advisory Groups
- Manage requests from external organisations for representation, input and endorsement
- Coordinate projects and business as usual under ADPH work programmes using high level coordination and administrative skills
- Provide meeting support (virtual and face to face) including drafting agendas, taking accurate minutes and following up agreed actions
- Record ADPH activity accurately and comprehensively
- Provide comprehensive and accurate information through horizon scanning and background research for a variety of meetings, briefings and papers
- Coordinate the delivery of member events and webinars enabling smooth facilitation and attendee interaction
- Collate regular newsletters and other member and stakeholder communications
- Review, maintain and update ADPH website to ensure relevant and comprehensive information
- Project manage specific projects as required
- Provide other coordination and administrative functions as required

Professional

- Comply with all ADPH policies and protocols including confidentiality
- 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.