



# The Association of Directors of Public Health

## Person Specification

**Job title:** Project Coordinator

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education Qualifications</b>	A Levels or equivalent	Degree in relevant area
<b>Experience</b>	<p>Experience of working independently in a policy or administrative role</p> <p>Project management</p> <p>Meetings / event management</p> <p>Complex minute taking &amp; reporting</p>	<p>Local Authority or other Public Sector or Voluntary Sector background</p> <p>Public health</p> <p>Communications</p> <p>Understanding of membership organisations</p>
<b>Skills/Ability/Knowledge</b>	<p>Strong background in IT including MS Office</p> <p>Excellent organisational and prioritisation skills</p> <p>Methodical with consistent attention to detail</p> <p>Excellent written and oral communication skills at all levels</p> <p>Understanding of information governance including confidentiality and data protection</p>	<p>Salesforce database</p> <p>MS365 &amp; SharePoint</p> <p>Website (Wordpress) support</p>
<b>Qualities/Attributes</b>	<p>Credible at a high level</p> <p>Well motivated and resourceful</p> <p>Willing to learn and enthusiastic about own development</p> <p>Punctual and reliable</p> <p>Flexible, diplomatic, proactive and robust</p> <p>Ability to work co-operatively in a team</p> <p>Self-disciplined and highly organised</p>	
<b>Other requirements</b>	Willing to be flexible with hours and occasional off site work	