



The Association of Directors of Public Health

Job Description

Job title:	Project Administrator
Salary:	£23,000 - £26,000 pa plus pension contribution of 10%
Hours:	Full time
Contract:	Permanent
Line Management:	Development Programme 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

adph.org.uk

Job Purpose

- To support the delivery of projects across the ADPH work programmes
- To coordinate ADPH events and meetings including increasing use of technology and remote access
- To ensure ADPH records are accurate and comprehensive
- To work across the team to provide a robust quality administrative function

Key relationships

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

Principal responsibilities

Programme Support

- Work with the Development Programme Manager on the delivery and development of the ADPH 'Support for DsPH' work programme
- Support the delivery and evaluation of ADPH events including member workshops and webinars
- Coordinate the ADPH mentoring and peer support schemes
- Coordinate, monitor uptake and evaluate other member support offer elements
- Work across the team to support the Managers across the ADPH team in delivery of their work programmes
- Provide high quality administration for other projects

Membership support

- Develop a strong relationship with members to achieve excellent two-way communication
- Coordinate member communications in liaison with the Communications Manager including contribution to the website maintenance and newsletters preparation
- Work with the Technical Support Manager to ensure ADPH record keeping and database are up-to-date and fit for purpose
- Monitor and implement any changes to the membership information ensuring the database remains current at all times to allow for accurate reporting

General administration

- Support the team in its use of technology to provide efficient and effective working, recording and reporting
- Set up and administer meetings with members and stakeholders including collating papers, registration, minute-taking and collating feedback
- Provide other administration functions as required including cover for absence

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.