



# The Association of Directors of Public Health

## Job Description

<b>Job title:</b>	Project Administrator
<b>Salary:</b>	<b>£27,000 - £30,000</b>
<b>Hours:</b>	Full time
<b>Contract:</b>	Permanent
<b>Responsible to:</b>	Engagement 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](http://adph.org.uk)

### Job Purpose

- To provide high quality coordination for projects, networks and events.
- To ensure ADPH activity is recorded appropriately and comprehensively.
- To work with Engagement Programme Manager and the Development Programme Manager on the delivery of ADPH work programmes.
- Provide administrative support in managing the ADPH membership database
- Support the Technical Support Manager in maintaining ADPH internal systems

### Key relationships

- Directors and Consultants of Public Health and stakeholders across the UK.
- ADPH partner organisations.

## Principle responsibilities

### Project support

- Work across the ADPH team on development and delivery of projects within all work programmes.
- Support the project planning, reporting, and evaluation activities.
- Provide comprehensive and accurate information through background research for a variety of meetings, briefings, and papers.
- Facilitate dissemination of resources and other project outcomes.
- Analyse research data to inform targeted member interventions.
- Coordinate smaller projects as required.

### Event and meeting management

- Organise partner meetings and workshops online and face to face, so that these encourage knowledge sharing and learning across England, Scotland, Wales and Northern Ireland.
- Take accurate minutes of meetings (virtual and face to face) and follow up agreed actions.
- Coordinate the development and delivery of ADPH member events and webinars enabling smooth facilitation and attendee interaction.
- Identify cost-effective venues and catering options for the events.

### System support

- Provide ongoing Salesforce administration including data audit and cleansing as well as report maintenance.
- Act as the first point of contact for staff queries on Salesforce and MS365 associated programs, particularly Outlook, Teams, and SharePoint.
- Maintain and update systems related user guides and protocol documents
- Provide member online platform support and maintenance.
- Provide administrative support for system improvements by gathering feedback, recording issues and helping co-ordinate smaller system related improvements.

### General coordination

- Work across the team to support the Managers in delivery of their work programmes.
- Support internal and external communications including newsletters and website.
- Set up and maintain data tracking to facilitate periodic KPI reporting.
- Provide coordination to ADPH support networks and regional networks.
- Undertake any other administrative duties as required.

### Professional

- Comply with all ADPH policies and protocols including confidentiality.
- Hold to the ADPH values: professionalism; members first; collaboration; excellence; inclusion.
- 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.