



# The Association of Directors of Public Health

## Job Description

<b>Job title:</b>	Project Administrator
<b>Salary:</b>	£23,000 - £26,000 pa plus pension contribution of 10%
<b>Hours:</b>	Full time flexible
<b>Contract:</b>	Permanent – hybrid working from home and London office
<b>Line Management:</b>	Communications Manager

### ADPH

The Association of Directors of Public Health (ADPH) is the representative 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 administration for projects, events and programme business as usual across the whole team.
- To ensure ADPH activity is recorded appropriately and comprehensively.
- To support ADPH Managers in the development and delivery of successful work programmes.

### Key relationships

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

## Principal responsibilities

### Project Support

- Work across the whole ADPH team on development and delivery of projects within all organisational work programmes.
- Support project planning, reporting and evaluation activities.
- Support the development, delivery and evaluation of ADPH member events and webinars to maximise the members' benefit and contribution to future ADPH work.
- Work with the Managers to develop and deliver member support offer elements.
- Facilitate dissemination of resources and other project outcomes.
- Provide high quality administration for other projects.

### General administration

- Work across the ADPH team to support the Managers in delivery of their work programmes.
- Develop a strong relationship with members to achieve excellent two-way communication.
- Work with the Managers to ensure ADPH record keeping and database are up-to-date, fit for purpose and allow for accurate reporting.
- Support monitoring and maintenance of ADPH joint inboxes.
- Support the team in its use of technology to provide efficient and effective working, recording and reporting.
- Organise and facilitate meetings with members and stakeholders including collating papers, registration, minute-taking and follow up actions.
- Contribute to production of period newsletters, website maintenance and other communications.
- Deliver high quality outputs individually and through collaboration.
- Work with and support colleagues to ensure robust cover arrangements and workload spread.
- Undertake any other administrative duties as required.

### Professional

- Develop knowledge of public health and the public health system.
- Comply with all ADPH policies and protocols including confidentiality.
- Uphold the values of the Association at all times: members first, excellence, collaboration, inclusion, professionalism.

This job description will be reviewed not less than annually as part of the appraisal process.