

# Our People – By Job Title - A to Z - 2017

## **Accountant - Bruce Burford 020 3696 1467**

Oversees the finance function, responsible for ensuring the accuracy of financial records and the preparation of management and statutory accounts.

[bruceburford@fph.org.uk](mailto:bruceburford@fph.org.uk)

## **Business Services & Facilities - Keith Carter 020 3696 1466**

Responsible for Front Office administration, meet and greet of external visitors and building facilities. Liaising with external contracted suppliers and RCP building management on the maintenance and condition of the offices and arranging for necessary repairs/cleaning to be completed, attending RCP tenant's meetings. Catalogue, indexing and archiving of all printed material. Procurement of all stationery and printing material, management of couriers, post, sourcing and booking external meeting rooms, managing office diary and setting up internal meeting rooms, arranging catering. Booking of employee, board and officers travel (taxis, trains, hotels, flights). Managing teleconference log. Liaising with our outsource telephone supplier and I.T on any internal telephone/I.T issues. Arranging staff ID cards.

[keithcarter@fph.org.uk](mailto:keithcarter@fph.org.uk)

## **Chief Executive - David Allen - PA 020 3696 1463**

Appointed by the Board and responsible for the day to day management of the headquarters and staff and for the organisation of the various meetings of FPH. Acts as secretary to the Board, the Executive Committee, Finance Committee, Journal Management Board and ad hoc working parties of the Board.

[davidallen@fph.org.uk](mailto:davidallen@fph.org.uk)

## **CPD Administrator - Krisztina Erdei 020 3696 1482**

Administers FPH's continuing professional development (CPD) scheme, including the annual CPD audit and the CPD Advisers Committee. Also provides first-line technical support for the CPD online diary.

[krisztinaerdei@fph.org.uk](mailto:krisztinaerdei@fph.org.uk)

## **CRM Super User - David Smith 020 3696 1461**

Responsible for maintaining and improving Dynamics CRM system. Duties include training of new and existing users, process design and automation, troubleshooting and first-line support, report design and data auditing.

[davidsmith@fph.org.uk](mailto:davidsmith@fph.org.uk)

## **Curriculum & Courses Coordinator - Nikol Krehanova 020 3696 1486**

Responsible for the Curriculum & Assessment committees, Courses Steering and eLearning Group. Administers the Curriculum Review process as well as the annual Faculty Programme Liaison. Processes CESR, OOP and placement applications. Leads on the development of the FPH training courses programme.

[nikolkrehanova@fph.org.uk](mailto:nikolkrehanova@fph.org.uk)

## **Director of Education & Standards - James Gore 020 3696 1481**

Responsible for leading FPH activities relating to education and professional standards, including specialty training, examinations, the FPH system of revalidation and continuing professional development (CPD), and the appointments procedures for senior public health posts. Also responsible for leading the FPH programme of work relating to membership including engagement with members and stakeholders.

[jamesgore@fph.org.uk](mailto:jamesgore@fph.org.uk)

## **Director of Policy and Communications - Angus Baldwin 020 3696 1477**

Leads the Policy and Communications Team which is responsible for FPH's advocacy and campaigning activities, the organisation's comms and media activities, FPH's two main publications - Public Health Today and the Journal of Public Health, providing the secretariat for eight FPH committees and over 30 Special Interest Groups, and the organisation's website. Gus is also a member of the Senior Management Team which provides overall direction to the staff team.

[angusbaldwin@fph.org.uk](mailto:angusbaldwin@fph.org.uk)

**EA to the President and Chief Executive - Jennifer Elder - 020 3696 1463**

Provides executive assistance to the President the CEO. Works with the Conference Committee and head of business services to manage and deliver FPH's annual conference. Co-ordinates the FPH presence at external events. Provides HR support.

[jenniferelder@fpg.org.uk](mailto:jenniferelder@fpg.org.uk)

**Education & Training Administrator - Marijana Curic 020 3696 1474**

Responsible for administration of the specialty training programme in public health including assessment and processing of enrolments and recommendations for the award of the CCT/CESR(CP). Also responsible for administering FPH Education prizes and providing administrative support to the Director of Training and Training Programme Directors Committee.

[marijanacuric@fph.org.uk](mailto:marijanacuric@fph.org.uk)

**Education and Training Manager - Gareth Cooke 020 3696 1475**

Responsible for overseeing the delivery of the Education and Training team including the management, development and delivery of the Part A and Part B exams, ePortfolio system and training scheme.

[garethcooke@fph.org.uk](mailto:garethcooke@fph.org.uk)

**Finance Administrator - Valerie MacDonald 020 3696 1465**

Processes subscription renewals and payments and is responsible for sales and purchase ledger.

[valeriemacdonald@fph.org.uk](mailto:valeriemacdonald@fph.org.uk)

**Head of Business Services - Mag Connolly 020 3696 1469**

Manages the Business Services Team, with responsibility for governance, IT infrastructure and the development and delivery of the department's work programme in line with the FPH charitable and strategic objectives.

[magconnolly@fph.org.uk](mailto:magconnolly@fph.org.uk)

**Membership & Marketing Officer - Lucia Ticha 020 3696 1470**

Developing and overseeing the marketing functions of FPH, supporting the FPH membership manager in the FPH membership systems and processes.

[luciaticha@fph.org.uk](mailto:luciaticha@fph.org.uk)

**Membership Manager - Tristan Holland 020 3696 1483**

Responsible for administration, development and management of FPH membership, including membership policy and admission to all grades of FPH membership. Also responsible for membership marketing activity including attendance at external events representing FPH.

[tristanholland@fph.org.uk](mailto:tristanholland@fph.org.uk)

**Part A Exams Administrator - Laura Bland 020 3696 1471**

Responsible for administering the Part A examination. Provides administrative support for the Part A Development Committee and the Education Committee and works with the Head of Department to update and oversee the e-Portfolio system.

[laurabland@fph.org.uk](mailto:laurabland@fph.org.uk)

**Part B Administrator - Alex Bulgo 020 3696 1473**

**Responsible for administering the Part B examination. Provides administrative support for the Specialty Registrars' Committee and the Part B Development Committee.**

[alexbulgo@fph.org.uk](mailto:alexbulgo@fph.org.uk)

**Policy Officer - Dr. Lisa Plotkin 020 3696 1476**

Working with the Senior Policy Officer, the Director of Policy & Communications, and the Vice President for Policy to develop and deliver FPH's policy and advocacy programme. Principally this involves: leading FPH's cross-national public health funding influencing campaign, supporting FPH Special Interest Groups to develop and achieve their workplans, serving as a Secretariat for our Academic and Research, Health Improvement, and Health Services Committees, and actively supporting FPH's policy and communications work on sugar, tobacco, and children and young people.

[lisaplotkin@fph.org.uk](mailto:lisaplotkin@fph.org.uk)

**President - Prof John Middleton - PA 020 3696 1461**

The President shall provide leadership to the Faculty and represent the Faculty in the furtherance of its objects. The President chairs the Board, the Executive Committee and the Annual General meeting.

**Professional Standards Administrator - Hannah Westoby 020 3696 1484**

Responsible for the administration of the FPH role in the appointment of consultants in public health, including maintaining the list of approved FPH assessors. Administers the Faculty Advisers Committee and deals with the Faculty Advisers and Faculty Assessors. [hannahwestoby@fph.org.uk](mailto:hannahwestoby@fph.org.uk)

**Revalidation Officer - Angela Townsend 020 3696 1485**

Responsible for management and administration of the FPH system of revalidation. Also responsible for monitoring and reporting on developments in the public health workforce in the UK.

[angelatownsend@fph.org.uk](mailto:angelatownsend@fph.org.uk)

**Senior Administrator - Business Services - Caroline Wren 020 3696 1464**

Serves the Board, Executive Committee, Risk Management, Audit & Finance Committee, Global Health Committee, Governance Working Group and Journal of Public Health Management Board. Manages FPH Officer, Board, Faculty Adviser, Deputy Faculty Adviser and CPD Adviser elections.

[carolinewren@fph.org.uk](mailto:carolinewren@fph.org.uk)

**Senior Policy Officer - Mark Weiss 020 3696 1479**

Works with FPH's President, Policy Committee and Director of Policy and Communications of department to develop and deliver FPH's policy and campaigns programme including special policy projects and publications.

[markweiss@fph.org.uk](mailto:markweiss@fph.org.uk)

**Senior Media & PR Officer - Haidee O'Donnell 020 3696 1478** Member of the Policy & Communications Team and responsible for helping to deliver the FPH's five-year strategy. This includes working collaboratively with colleagues and members to plan and deliver strategic-led campaigns both for the Faculty generally, and for the Faculty's strategic priorities. [haideeodonnell@fph.org.uk](mailto:haideeodonnell@fph.org.uk)

**Website & Production Editor - Richard Allen 020 3696 1468**

Responsible for the production of FPH's quarterly magazine Public Health Today, and monthly and ad hoc electronic bulletins. Co-ordinates the production of FPH publications including briefing and position statements. Manages the FPH website and provides cross-organisational support and advice on design/communications.

[richardallen@fph.org.uk](mailto:richardallen@fph.org.uk)