**Policy Co-ordinator**

Thank you for your interest in working for the UK Faculty of Public Health (FPH).

We are a professional membership organisation with charitable status, concerned with all matters relating to improving the health and wellbeing of the population. We have nearly 4,000 members worldwide.

We help develop and grow the public health workforce together. We oversee the training of the next generation of public health professionals, including setting and managing their post-graduate public health exams. We also support their further development through the rest of their career. And we’re a place for public health professionals across the UK and internationally to seek advice from others working in the same area and to share ideas, new research, best practice and learnings. We also campaign to improve the public’s mental and physical health and wellbeing, seeking to help influence a broad range of public health topics – from tobacco to transport, children’s health to climate change, violence to viruses.

This is an exciting time to join FPH as we seek wider engagement from our membership and strengthen our role through our workforce strategy and our policy work. The Advocacy team is responsible for supporting the development of robust, evidence-based policy in all areas of public health. This is done through our structure of committees and special interest groups (SIGs). As the Policy Co-ordinator, you will mainly support FPH’s range of policy committees and SIGs, but also manage various projects in the policy and advocacy area, including consultations with the membership and wider stakeholders.

You will have fantastic administrative skills and be able to hit the ground running in delivering a busy programme of work. You’ll be able to juggle a range of different activities and be good at collaborating with others and developing new ideas to improve the way we work. Ideally, you’ll have experience in project work and be able to contribute and deliver projects from their start to successful completion.

We are a small staff team with passionate and expert members, and we are all active participants in the delivery of [our recently launched strategy](https://www.fph.org.uk/media/2828/fph-strategy-2020-2025.pdf). You will need to engage with this membership in order to support our objectives.

We hope you will be as ambitious for your own professional development here as you are in helping us support our membership and effect change.

And, finally, we want you to have fun and challenge yourself at work – it’s even in the job description.

To apply, please send your CV plus a covering letter to jobs@fph.org.uk quoting reference **POL2020**.

Closing date: 09 March 2020 (midday)

Interviews: 26 March 2020

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| **Job title:** | Policy Coordinator (Reference: POL2020) |
| **Accountable to:** | Director of Education, Standards and Advocacy |
| **Contract:** | Permanent |
| **Hours:** | 35 per week |
| **Salary:** | £27,500 - £33,458 (Grade B) plus a generous employer pension contribution, currently at 12.5% of salary |
| **Place of work:** | Faculty of Public Health, 4 St Andrews Place, London, NW1 4LB, with occasional travel and overnight stays across the UK for conferences and meetings etc. |
| **Job purpose:** | To support and coordinate Faculty policy work in line with FPH’s five-year strategy |
| **Impact:** | Delivery against agreed influencing objectives, particularly in working with committee chairs and special interest groups in the Faculty |
| **Key Responsibilities:** |
| Working with the Director of Education, Standards and Advocacy, lead the development and coordination of the Faculty’s main policy committees |
| Provide support and guidance to FPH policy-committees including setting agendas, minute-taking, and development and delivery of action plans |
| Research and develop policy papers, briefings, bulletin articles and consultations |
| Lead on the development and co-ordination of FPH’s special interest groups (groups of members interested in a particular topic) relating to policy and advocacy, particularly to support and promote membership engagement |
| Monitor departmental mailboxes, disseminating to relevant staff members as appropriate and ensuring queries are responded to in a timely and efficient way |
| Stay informed about public health news and current events, be proactive in gathering, analysing and disseminating information to colleagues and members about relevant policy developments and their implications for FPH and the wider public health community |
| Work closely with colleagues and Officers from across the organisation to ensure our policy and advocacy activities are closely integrated with, and actively support, the Faculty’s organisational objectives and priorities |
| Be an active member of Education, Standards and Advocacy Team and promote effective team working across the organisation |
| Undertake any other duties as may be reasonably required from time to time by the Director of Education, Standards and Advocacy |
| Consistently model FPH’s values, actively manage your own personal development, have fun and challenge yourself at work |

**Person Specification: Policy Co-ordinator**

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| **Skills and abilities** | **Essential or Desirable** |
| Ability to plan, manage and coordinate a number of membership committees  | Essential |
| Ability to successfully manage multiple work streams, including organising time effectively, prioritising workload and meeting deadlines | Essential |
| Ability to collate and communicate complex information clearly and persuasively in to a range of stakeholders | Essential |
| Ability to plan and organise events on own initiative, such as meetings, workshops etc and to organise and manage small projects. | Essential |
| Ability to identify and target appropriate audiences with compelling messages | Essential |
| Ability to build and manage relationships effectively with a range of stakeholders and partners | Essential |
| Ability to use a range of software and manage website content | Essential |
| Ability to work as part of a team and support team objectives | Essential |
| **Knowledge and experience**  | **Essential or Desirable** |
| Good degree qualification or equivalent | Essential |
| Experience of working effectively in a Royal College or Faculty environment | Desirable |
| Experience of working in a membership organisation | Desirable |
| Experience of managing a range of committees | Essential |
| Experience of building and maintaining effective networks | Essential |
| Knowledge and experience of the health or social care sector | Desirable |
| Evidence of regular personal / professional development | Desirable |

**Benefits of working for the Faculty of Public Health**

* Competitive salary
* Employer contribution to pension scheme of up to 12.5% of salary
* Annual leave entitlement of 29 days per annum, plus bank holidays
* Interest-free season ticket loan
* FPH Benefits – discount purchasing scheme for goods and services
* Employee Assistance Programme – helpline and advice
* Occupational Health Assessment and Support
* Free annual eye-test and £100 contribution towards glasses if required for work purposes
* Cycle to Work Scheme
* Central London location in Regent’s Park

**The UK Faculty of Public Health current staffing structure**

Chief Executive

Corporate Affairs Directorate

Education, Standards and Advocacy Directorate

Business Services

Finance

Membership

Advocacy

Education & Training

Workforce & Standards

Further information about the UK Faculty of Public Health is available at [www.fph.org.uk](http://www.fph.org.uk)