



Membership Engagement Co-ordinator

Job title:	Membership Engagement Co-ordinator
Accountable to:	Head of Communications
Contract:	Permanent
Hours:	35 per week
Salary:	£31,000 - £33,000
Place of work:	Faculty of Public Health, 4 St Andrews Place, London, NW1 4LB <i>The Faculty of Public Health operates a hybrid working scheme with staff working 1 day a week in the office at minimum.</i>
Job purpose:	To work with a range of internal and external stakeholders to support a consistent approach to engagement with Faculty members at local level, promote Faculty membership, and provide other support to the membership communications function.
Key Responsibilities:	
1	To provide administrative support, where appropriate, to the FPH committees in Scotland, Wales and Northern Ireland. This may include co-ordination of committee meetings, i.e. preparation of agenda papers, minute taking and following up on actions arising.
2	Support and co-ordinate networks of regional representatives of the Faculty including Advisors, CPD advisers, Wellbeing Champions, and Local Board Members.
3	To support the development of effective networks for regional/country engagement, including regular communications between Local Board Members and their local members on both FPH and regional/country activities and events.
4	Communicate the benefits of FPH membership to existing and potential new members at regional level, with the objective of improved membership engagement and membership growth.

5	Seeking opportunities to grow Faculty membership through building relationships with local stakeholders e.g. Universities
6	To support delivery of at least one meeting a year in each region and country open to all FPH members in that constituency.
7	To enable and support the delivery of regular FPH events both online and in-person, including administrative support for the Faculty's Conference in Scotland.
8	To support Local Board Members in ensuring consistent and regular reporting of activities in each region to the FPH Board of Trustees including gathering and sharing examples of best practice from regions.
9	To co-ordinate an annual meeting of Local Board Members to share learning and discuss opportunities for collaboration across regions and countries.
10	To work with Local Board Members to recognise and inspire FPH members to play a positive and effective role within FPH (through its committees, special interest groups, consultations, surveys etc.), and to ensure succession planning for Local Board Members and other regional postholders.
11	To ensure issues raised by Faculty members through their Local Board Members are dealt with effectively and responded to.
12	Ensure data held by FPH and Local Board Members on constituent members is accurate, up-to-date, and GDPR compliant.
13	To support the other communication and membership functions of FPH, including providing cover for the Communications Co-ordinator and Membership Co-ordinator as appropriate.
14	To liaise with colleagues elsewhere in the organisation to answer Local Board Member queries and ensure good communication, co-ordination and collaboration across the Faculty departments
15	To travel, including occasional overnight stays, to represent the organisation or conduct FPH business; including at the FPH annual conference and other relevant events.
16	Any other reasonable duties commensurate with the post.

Person Specification: Communications Co-ordinator

1. Skills and abilities

Essential

- Proven administrative skills e.g. co-ordinating diaries across a range of external stakeholders, arranging meetings, maintaining accurate contact lists
- Excellent written communication skills

- Strong verbal communication skills, able to engage with high-level internal and external stakeholders
- Able to work to deadlines and produce work in a timely manner and prioritise effectively
- A proactive work style and motivation to develop professionally
- Good knowledge retention and a motivation to learn about the field of public health

Desirable

- Able to devise cross-channel communications strategies e.g. for marketing FPH membership
- Able to confidently present to different audiences, both online and in-person

2. Experience

Essential

- Experience of delivering complex administrative tasks to a tight deadline
- Experience of working within a membership, communications, or related function
- Experience of delivering effective written communications to a wide audience including senior stakeholders
- Experience of engaging with senior external stakeholders

Desirable

- Experience of working within a public sector/ membership organisation
- Experience of working within a small/ medium size organisation

3. Knowledge

Essential

- IT-literate and able to learn to use a range of software packages including Microsoft Teams, Outlook, etc.
- How to provide effective administrative support for senior-level meetings including minute-taking.
- An understanding of how to communicate effectively with different audiences
- An understanding of the principles of data protection in accordance with legislation such as the GDPR.

Desirable

- An understanding of how to effectively utilise Microsoft Dynamics CRM
- Degree qualification in a relevant field or equivalent experience
- Understanding of health policy and the public health, healthcare and government sector at national and local level

Benefits of working for FPH

- Competitive salary
- Employer contribution to pension scheme of up to 12.5% of salary
- Annual leave of 29 days per annum, plus bank holidays
- 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
- Season Ticket Loan

- Life Assurance Scheme
- Health and Wellbeing Contribution
- Annual Vaccines

NB. Some of these benefits are only applicable upon successful completion of probationary period.