



Office & Workforce Administrator

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 are a membership organisation with over 5,000 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 advocate 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.

The Operations & Workforce Team is responsible for the organisation's infrastructure including facilities, IT, events, as well as CPD and revalidation. The Office & Workforce Administrator role is pivotal to the functioning of these departments and the organisation more widely.

The successful candidate will be providing maternity cover on a one-year fixed term contract. We are looking for someone with excellent administrative and IT skills and be able to provide a high level of customer service. You will be someone who can 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.

We are a small staff team with passionate and expert members and we are all active participants in the development and delivery of [our strategy](#) and you will need to engage with our 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 grow our membership and effect change.

To apply please send your CV plus a covering letter to jobs@fph.org.uk

Closing date for applications: 17th November 2024

Interviews to be held on: Thursday 21st November 2024

Employment Start Date: 6th January 2025



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 of 29 days per annum, plus bank holidays and extra days during the December festive period
- Hybrid working (currently one day a week in the office and rest from home)
- Working from home equipment
- Employee Assistance Programme – helpline and advice
- Eye care contribution
- Bright Exchange discounts and offers
- Interest-free season ticket loan / Cycle to work loan
- Central London location, Regent's Park



Job Description

Job title:	Office & Workforce Administrator
Accountable to:	Director of Operations & Membership Systems
Contract:	1-year fixed term, maternity cover
Hours:	35 hours per week
Salary:	£28,687 per annum
Place of work:	Combination of remote working and office based at the Faculty of Public Health, 4 St Andrews Place, London, NW1 4LB - (currently a minimum of one day in the office).
Job purpose:	To provide general office administration and deliver the administration and development of the FPH programme of work relating to revalidation and continuing professional development (CPD).

Key Responsibilities:

Facilities and office administration

- Lead on all first aid and fire compliance duties
- Issuing and collating health and safety risk assessment forms to staff, organising fire, health & safety and first aid training as required
- First point of contact for staff re any office/building/equipment maintenance issues
- Liaise with landlord for office/building/equipment maintenance/health & safety matters
- Stationery, refreshments and printing replenishing and ordering
- Courier and postage bookings and arrangements
- Maintain a supplier contact list
- Processing, collating and reconciling credit card expenses
- Managing documents/files within the onsite storage area (crypt) and around the building
- Provide office induction to new staff, including requesting FPH/RCP passes, IT accounts, welcome pack including, IT & health & Safety induction and fire evacuation training

Events and Travel Administration

- Manage event registrations.
- Log and chase event registration RSVPs for external invites and issue joining instructions
- On the event day involvement and support including arranging set up
- Source venue space for FPH events and meetings to be held externally
- Identify and negotiate bulk accommodation for FPH events/conference
- Make travel and hotel arrangements for FPH Officers, Board members, Committee members and staff including taxi, rail, air and car.
- Identify, develop, implement and maintain administrative procedures/systems



Zoom administration

- Arrange zoom meetings and webinars as per requests, including sharing meeting details
- Log relevant meetings in the booking's spreadsheet
- Host zoom meetings and provide support as required

Membership Programme

- To provide administrative support to the membership team when required
- Assist with incoming membership queries/request

Workforce Programme (Revalidation & CPD)

1. To support and administer the Faculty's statutory duties relating to the revalidation of public health specialists including:
 - monitoring and delivering the revalidation service
 - responding to member and other queries in relation to revalidation.
 - maintaining and updating the list of FPH revalidation appraisers
 - liaising with external stakeholders, including the Academy of Medical Royal Colleges
2. To support the development and delivery of a system of appraisal and revalidation for public health specialists from backgrounds other than medicine.
3. To administer the Faculty's annual programme of Continuing Professional Development (CPD) activity including:
 - monitoring and delivering the annual programme
 - maintaining and updating the CPD database
 - processing annual CPD returns
 - arranging annual training of CPD advisers
 - supporting members in using the online CPD Diary
4. To administer the CPD annual review process including analysis of the review for the CPD Director.
5. To provide administrative support to the CPD Committee including:
 - organising and servicing meetings as required
 - preparation of papers
 - minute-taking and follow-up of action points



6. To deal with general enquiries and to assist with all routine tasks of the Education, Standards & Advocacy Department.
7. To deal with enquiries to a high level of customer service, replying, referring or responding as appropriate.
8. To liaise with colleagues elsewhere in the organisation to ensure good communication, coordination and collaboration.
9. Provide cover within the department as required and assist with general enquiries.
10. Undertake any other reasonable activities as requested by the Deputy Chief Executive.



Person Specification

Skills and abilities	Essential or Desirable
Excellent organisation and problem-solving skills	Essential
Excellent customer service skills and delivering a customer-centric service	Essential
Ability to communicate (verbal and written) in a manner that is fluent, clear and compelling to a range of audiences.	Essential
Ability to successfully manage multiple work streams, including organising time effectively, prioritising workload and meeting deadlines	Essential
Ability to identify and solve problems or concerns constructively and creatively	Essential
Ability to identify opportunities for systems and processes to be improved to deliver solutions	Essential
Ability to develop processes and encourage others in their adoption	Essential
Ability to work as part of a team and support team objectives	Essential
Ability to understand and demonstrate commitment to the FPH's Values, Ethical Policies and Equality & Diversity Policy and to ensure all activities are carried out within this framework	Essential
Experience & Qualifications	Essential or Desirable
Proficient user of Zoom Meetings and Webinars and Microsoft Teams	Essential
Experience of working effectively within a team, developing effective and supportive relationships with colleagues	Essential
Experience of using a CRM (Customer Relationship Management) system (preferably Microsoft Dynamics) and Microsoft products e.g. outlook, word	Essential
Degree qualification or equivalent	Essential
Experience of working in a operations or facilities team	Desirable
Experience of working effectively in a Royal College or Faculty environment	Desirable
Experience of working in a membership organisation	Desirable
Skilled in data analysis and manipulation using tools such as Excel, Microsoft Dynamics	Desirable