

JOB DESCRIPTION

Job Title:	Allied Health Professions Federation Co-ordinator
Grade:	RCSLT Band 4 3 days a week (flexibility on working days)
Reporting to:	Director of Policy and Public Affairs Royal College of Speech and Language Therapists
Responsible to:	AHPF Chair AHPF Vice Chair AHPF Board
Location:	London (Royal College of Speech and Language Therapists offices) Travel across the UK

Job Context

The Allied Health Professions Federation (the Board) is a network bringing together the professional bodies of the twelve allied health professions to work on areas of common interest particularly influencing. The AHPF Co-ordinator is based at the offices of the Royal College of Speech and Language Therapists in London Bridge.

The AHPF Co-ordinator works with the Chair of the Board and representatives of the member organisations to ensure that the policy and influencing landscape is monitored, and the resources of the twelve member organisations achieve agreed common goals.

Job Purpose

- To work with the Chair on identifying and optimising influencing opportunities and activities for the AHPF
- To identify any policy or related developments which may impact on Allied Health Professionals
- To prepare briefings and draft papers to support influencing activity
- To support any AHPF sub groups
- To manage web, press and social media content
- To co-ordinate events
- To report on activity to the designated line manager and the Board

Scope and limits of authority

The post holder will be self-motivated and monitor the wider health and social care arena. They will identify any issues relevant to the strategy and work plan agreed by the AHPF Board. The post holder will support the work of any sub groups as required and deliver initiatives agreed by the Board. They will be expected to liaise with the Chair/ board members on issues requiring a collective decision or where there is ambiguity and resolve this with the designated line manager/ Chair.

The post holder will be expected to work within budgets and contribute to the high reputation of the AHPF in respect of their communication and activities.

Additional Areas of Responsibility

- Monitor policy developments in health and other fields relevant to the sector, bringing matters to the attention of the designated line manager, Chair and Board as appropriate
- Work with appropriate colleagues in federation member bodies to ensure the implementation of the AHPF's influencing strategy plans
- Facilitate information-sharing and discussion across the sector in areas such as policy and education
- Work closely with the administrator to ensure the efficient and professional running of AHPF
- Deal with all contacts and enquiries in the absence of the administrator
- Undertake other appropriate duties as required

Communications and working relationships

- Act as a key conductor of information across member association networks
- Attend the AHPF Board to present proposals and contribute to discussions
- Work with the AHPF Administrator to ensure effective planning of AHPF Board meetings and other work associated with the Board

PERSON SPECIFICATION

Knowledge and qualifications

- Knowledge of the health and social care sector and current policy developments
- Knowledge of the operation of committee based organisations
- Knowledge of legislative and political processes
- Knowledge of office software such as Microsoft Word, Excel, PowerPoint
- Degree level education or equivalent experience

Skills and abilities

- Adept at co-ordinating work across a range of stakeholders and interests
- Good research and drafting skills including report writing, excellent standard of written English
- Excellent organisational skills, attention to detail
- Diplomatic and tactful, able to maintain confidences
- Able to work independently but remain accountable and aware of the sensitivities of member led organisations
- Able to work flexibly
- Able to demonstrate initiative and the ability to work under pressure
- Able to meet fast moving deadlines
- Presentation skills

Experience

- Experience of the operation of committee-based organisations or political coalitions
- Experience in writing reports for strategic and board level consumption
- Experience of updating websites
- Experience of writing press releases

Personal qualities

- Commitment to equality and diversity, understanding of how this applies to the role
- Adheres to best practice, transparency and ethical conduct in public affairs