**Alehm Coordinator Job Description**

**Main Purpose of the job**

**To manage and coordinate the ongoing work of Alehm. To meet the organisation’s aims to support local authority environmental health services and improve the profile of environmental health in London. To develop and deliver the business plan in accordance with directions given by the Board of Trustees and steered by the evolving needs of the Alehm membership.**

As a member of the ALEHM executive you will work with the Board and Alehm officers to:

* develop the strategies and policies of the Association in accordance with Board and member direction,
* lead the development and delivery of the annual business plan,
* manage Alehm’s day to day operational activities to support and facilitate the effective operation of the Association and its affiliated groups,
* review and update strategic activity, in order to respond to emerging circumstances and ensure Alehm continues to support its core membership needs,
* represent the Association with other lead officer groups, the CIEH and a wide range of external bodies, including Government departments and local authority representative groups.
* take appropriate steps to ensure Alehm complies with all statutory obligations in relation to its role as a company and a charity, and in particular in relation to Companies House and the Charities Commission requirements, as well as its employer obligations.
* Maintain financial prudence to ensure Alehm’s expenditure remains within agreed budgets.

**Duties and Responsibilities**

To be a member of the ALEHM executive, developing an annual business plan and taking a lead in its delivery along with taking forward other activities of the Association.

To identify new areas of work, additional income streams and take advantage of emerging opportunities, under the direction of the Board, to further the aims and objectives of the Charity and meet the evolving needs of members.

To develop and deliver the strategies and policies of the Association and maintain current knowledge and awareness of professional strategic issues and good practice across the range of environmental health services in London.

To undertake work directly and to appoint, direct and supervise officers to undertake Alehm’s work programme, including externally funded work and internally financed projects and activities agreed in the Alehm annual business plan.

To arrange a regular programme of Alehm executive meetings, minuting them and delivering actions as agreed by the Board.

To organise an annual programme of ALEHM members meetings, arranging for speakers and undertaking any follow up action that may be required by members. Take and circulate appropriate summary notes of member meetings and training sessions, hold records of all awarded CPD, and circulate and store documentation, presentations and other information arising from training courses and member meetings to allow easy access by members.

To establish a programme of technical update training days, seminars and low cost training courses to help meet current local authority training needs and ensure Alehm members are kept up to date with developments.

To work with local authorities to support training placements and apprenticeship training across London to help meet future work force needs.

To undertake specific project work at the instigation of the ALEHM executive and, through effective project management, support and guide members to achieve project objectives.

To work with the Alehm secretary to manage the financial accounts and manage all statutory duties of an employer, maintaining close management and keeping appropriate records of any project that is allocated by the ALEHM executive.

To work with the Alehm Chairman, Alehm Executive, Alehm staff and the accountants, to ensure that the requirements of Companies House and the Charities Commission are met to maintain the charitable status of Alehm.

To represent ALEHM with other Senior Officer Groups, CIEH, government bodies with an interest in EH activity and other external organisations and develop partnerships to further Alehm policies and member interests.

To undertake research, write reports including proposals and bids for external funding at the request of the executive.

To maintain a database of members and technical contact lists of the Association.

To maintain and develop the ALEHM website and Knowledge Hub to reflect the organisational activity. To promote the organisation through social media activity, preparation of press releases, publication of reports etc. to maximise Alehm’s influence.

Work with the secretary and chairman to prepare an Alehm annual report and to cover the duties of the secretary, when required.

**Other Duties**

**Equal Opportunities**

ALEHM is committed to principles of equality of opportunity for all in terms of environmental health services provision and employment. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

**Financial**

To follow the financials rules of the organisation and work with the secretary to manage the day to day expenditure and income associated with the activities allocated to the post holder by the ALEHM executive.

**Health and Safety**

Comply with the provisions of the Health & Safety at Work etc. Act 1974 and all relevant Regulations and HSE guidance and Service and corporate health and safety requirements associated with your employment.

**Environmental**

To ensure that the duties of the post are carried out in a manner that promotes sustainability and good environmental practice.

**Data Protection**

To ensure that all activity associated with Alehm complies with the requirements of current data protection legislation.