

Temporary Administrative Officer to Patrick Grady MP

I'm recruiting for a temporary Administrative Officer to work in my Glasgow office and assist my team in dealing with constituent enquiries. Key responsibilities include researching and drafting responses to political campaigns, maintaining a record of campaign work and updating constituents on my work in Parliament.

Location

This position is based in the Glasgow North Constituency Office although may require occasional travel to London.

Hours

This is a full-time time position based on a 37.5 hour working week for a temporary period between 03 January and 30 March 2018. You may also be asked to take on occasional evening or weekend work.

Salary

The salary for this position is equal to the Scottish Living Wage of £8.45 per hour or £16,478 per annum. This is within the IPSA salary range for a Grade 1 Administrative position outside London.

Job Description

- Assisting with arrangements for events (non-political)
- Diary management
- Handling administrative arrangements for meetings with members of the public/MP surgeries
- Liaise with external suppliers when required regarding office supplies
- Manage and monitor incoming calls and enquiries
- Opening and dispatching mail
- Photocopying, filing, record-keeping and typing correspondence
- Providing administrative support in relation to MP's expenses scheme
- Responding to enquiries by telephone and email, passing on queries to other team members/MP as appropriate

Person Specification

- Relevant qualifications demonstrating literacy, numeracy and research skills, or equivalent experience
- Knowledge & understanding of UK and Scottish politics
- Ability to manage time, work under pressure, meet deadlines
- Ability to work as part of a team
- Familiarity with media & social media
- Excellent IT skills including experience of using Microsoft Office suite and the ability to learn new software.
- Some experience of working in an office environment is preferable but not essential

This is a perfect opportunity for someone who works well in a small team, has a positive attitude and would like to gain experience working with an elected representative

How to apply:

Please send your CV with a covering letter (no more than 3 pages in total) matching your skills and experience to the job description and person specification set out above to apply@patrickgrady.scot.

The closing date for applications is 17:00 on Friday 10 November 2017. Applications received after this will not be considered.

Appointment will be dependent on satisfactory reference, and you will be required to comply with the Baseline Personnel Security Standard, undertaken by the Parliamentary Pass Office.

Interview/Start Dates:

Interviews will be in Glasgow on 24 November 2017. Start date is 03 January 2018 although this is negotiable if necessary.