

Office Manager to the Leadership

Job Description and Person Specification

Purpose of the role

To provide a high quality and comprehensive political and administrative service to the Leadership (Co-Leaders and Deputy Leader) to assist them in effectively carrying out their roles.

The post holder will be able to anticipate, identify and address the needs of the Leaders with a high degree of forward planning and ensure they have all the necessary information to carry out their role, keeping in mind the Green Party's strategic aims at all times. The post holder will be a first point of contact for those meeting with or wishing to meet with the Leaders.

The post holder will manage a broad range of complex and sensitive issues, interacting with a wide range of staff, stakeholders, partners, and media. They will act with a high degree of confidentiality and will, on occasions, need to make qualitative assessments of situations presented to them and implement a course of action from options available.

Salary: Points 23-27 on the GPEW pay scale (£33,700 - £36,479)

Hours: 35 hours per week

Job type: Permanent

Location: Currently fully home based, moving to hybrid in 2022 with a London-based office

Line manager: Chief Executive Officer

Application process:

Applications to be submitted by 23:59 on Sunday 23rd January 2022 via The Green Party's Applied recruitment system and interviews to be held week commencing 31st January 2022. Access to the Green Party's Applied recruitment system can be found at <https://app.beapplied.com/apply/ntmkbo8w9w>.

Please note that the Applied recruitment system is configured to ask a series of questions that will support shortlisting for this role. Each question is based on one or more of the attributes listed in the person specification below and your answers will be scored based on how you demonstrate the attribute(s) that are relevant to the specific question being asked.

Principal Roles and Responsibilities

Diary Management

- Manage complex diary arrangements for the Leadership to ensure smooth running of schedules, including but not limited to: managing meetings and events, inviting multiple attendees, making necessary room/venue bookings, catering decisions, directions, travel arrangements; ensuring all relevant papers and documents are available for the meetings;
- To use the diary strategically and proactively to ensure Leaders maintain a balance on range of issues and between national/local profile;
- Work with the Field Team to plan a rolling programme of leadership visits across all regions of England and Wales that support the electoral aims of the Green Party;
- Provide meeting support (for both internal and external meetings as may be required) in addition to planning and organising meetings. The preparation of agendas, collation and circulation of papers, taking formal accurate minutes, ensuring appropriate distribution and actions are followed up;

Communication

- Respond effectively, courteously and independently to correspondence and enquiries from constituents, the media, lobbyists and pressure groups;
- Communicate effectively with both internal and external contacts;
- Liaise on behalf of the Leaders with relevant groups/personnel within the Party and outside, including liaison with outside organisations and the general public;
- Prepare reports for the Green Party executive about the Leaders' work;
- Attend meetings on the Leaders' behalf;
- Work with the Communication team to arrange sign off on quotes for party literature, press releases issued by external organisations etc, in line with a managed budget;
- Expertly manage various requests that come into the office for endorsements and involvement in external bodies. Maintain relations with external bodies that have member as e.g. a patron, Vice Chair and so forth;
- Act as a trusted central point of contact/information – have an overview of all the work that involves the Leaders and ensure they are kept informed where appropriate of key developments/concerns.

Events

- Make travel arrangements as required;
- Ensure Leaders are briefed for events, including working with policy and communications colleagues to ensure speeches are prepared in good time.
- Proactively maximise use of the Leaders' time when scheduling events, considering the party's political aims and current communications priorities, and coordinating with colleagues.

Political

- Organise Political Committee including scheduling, invites, agenda forward planning, minuting and following up actions;
- Work with Press team, the Field Team, Chief Executive and others to understand the strategy of the Party and the election cycle, and ensure the Leaders' work is contributing to delivering the Party's goals;
- Nurture the brand/s of the Leaders in harmony with the brand of the party;

- Providing sound political advice to the Leaders on all other issues as they arise, consulting with relevant stakeholders as appropriate;
- Ensure records are kept, with details of each issue by adhering to the Data Protection Act principles and respect the confidentiality of data at all times;
- Adhere to policies of the Green Party Staff Team.

Person Specification

All requirements are Essential.

		Assessment
Knowledge & Experience	Advanced use of IT including Microsoft Office packages, email and internet to: draft correspondence and reports; set up and maintain spreadsheets and undertake research; maintain central Sharepoint knowledge bank	Application/ Interview
	Professional experience of working with senior managers and organising diary, internal and external email, board meeting including drafting papers and minute taking	Application/ Exercise
	Undertaking project work, completing to deadlines alongside numerous simultaneous urgent priorities	Application/ Interview
	Understanding of the electoral, communications, political and organisational needs of the Green Party and the Leaders' role in supporting them	Application / Interview
Capability	Experience in effectively managing several complex tasks by prioritising and maximising the resources that are available and being proactive to develop new ideas and ways of working	Application/ Interview
	Ability to develop project plan, use own initiative, set objectives, and deliver against both fixed and changing deadlines	Application/ Interview
	Excellent attention to detail whilst under pressure	Application/ Interview
Aptitude	Excellent negotiating and persuasive skills to achieve co-operation and partnership working together with the ability to understand interpret and deal with complex, sensitive or contentious situations or information	Application/ Interview
	Be an ambassador for the Leadership, ensuring they are presented in a positive manner	Application/ Interview
Personal Attitudes	Sympathy with the aims and policies of the Green Party, and with development of a more sustainable society	Application/ Interview
Equality	Promote and maintain an atmosphere of openness and acceptance to include principles	Application/ Interview



	of equality, diversity and inclusion in line with Green Party values.	
Personal Circumstances	Eligible to work in the UK	Application
	Able and willing to occasionally work unsocial hours and outside of normal office hours as required	Application
	Not a member of another political party in England or Wales	Application



General points applicable to all Green Party of England and Wales jobs:

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party's policies and access to the Party's services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.
3. Green Party staff may be required to attend Green Party Executive (GPEx) and other meetings and conferences, so long as at least two weeks' notice is given and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
4. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as an Executive changes.
5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and review system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party in line with the organisational plan.
6. Green Party staff are required to request authorisation for any major overtime from their line manager before undertaking any such work and to use an online system to manage their leave and TOIL in conjunction with their line manager.
7. Green Party staff may, from time to time, be required to provide written or oral reports to the Executive.
8. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
9. Green Party staff are expected to identify and make recommendations to their manager on improving the systems within the office.
10. Green Party staff are expected to participate fully in the Party's teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
11. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the HR & Office Manager and in accordance with the current policy on the management of volunteers.
12. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via their Head of Department, CEO or relevant GPEx Co-ordinator.

This job description may be periodically reviewed in consultation with the post holder.