

Senior Administrative Officer – Office of Caroline Lucas MP

Job Description and Person Specification

Purpose of the role

Caroline Lucas MP is looking for a highly organised individual to play a key role in the smooth running of her constituency office. The successful applicant will be the first point of contact in the office and will triage all incoming enquires. We are looking for someone who is professional, sensitive, and efficient – you will uphold Caroline’s reputation as an excellent constituency MP. You’ll be a good communicator, used to prioritising under pressure and a system thinker. From filing to diary oversight, you’ll take pleasure in doing tasks accurately and thinking ahead in a busy environment.

Salary:	<i>£21,951 FTE</i>
Hours:	<i>Part time – 28 hours per week</i>
Job type:	<i>Permanent</i>
Location:	<i>Brighton</i>
Line manager:	<i>Constituency Head of Office</i>
Line management responsibilities:	<i>Not applicable</i>

Application process:

Applications to be submitted by 5:00pm on Friday 11 May 2018 and interviews to be held on May 24th. Please email your completed application form (found on www.greenparty.org.uk/jobs) to caroline.lucas.mp@parliament.uk

Principle Roles and Responsibilities

Diary oversight

1. Manage Caroline’s diary commitments, with oversight of constituency commitments
2. Respond to and manage diary invites, using a shared online diary
3. Work with the team to identify priorities for Caroline’s time in the constituency and make proactive arrangements as required
4. Ensure Caroline is prepared in advance for all diary commitments and details are included in the weekly schedule
5. Timetabling and facilitating regular constituency team meetings and other meetings as required for the effective running of Caroline’s constituency work
6. Book rooms/venues for surgeries and other meetings

Smooth and effective running of the constituency office

1. Efficient triaging and management of all incoming constituency office enquiries
2. Acknowledge and prioritise all incoming enquiries and allocate to appropriate team members
3. Ensure enquiries are dealt with sensitively and confidentially
4. Ensure Caroline and the team are updated on local issues as required
5. Maintain office staff holiday and sick leave
6. Ensure the office is kept tidy and well stocked
7. Lead on resolving IT problems with the parliamentary support desk
8. Competent use of IT functions including Microsoft Office package, email and internet

Project delivery

1. Use, maintain and develop as necessary systems for progressing constituent enquiries and case work
2. Use, maintain and develop as necessary a sector and overall contacts database
3. Recruitment and supervision of volunteers, as required
4. Draft correspondence including reports, load letters, blog copy and press releases onto Caroline's website

General support of MP

1. Accompany Caroline on local visits as required
2. Book parliamentary tours and visits for constituents and ensure constituents are kept up to date, sent tickets etc
3. Communicate politely and effectively with both internal and external contacts
4. Occasionally organise and write briefing on local issues for Caroline

Person Specification

	Attribute	Essential/desirable
Experience	Working in a busy work environment where you are required to effectively prioritise work and employ flexibility to deliver outcomes	Essential
	Working in a political environment	Desirable
Skills/abilities	Excellent written communication skills, including proven ability to write accurately for a range of audiences	Essential
	Excellent verbal communications skills, including phone manner	Essential
	Ability to use and apply sensitivity and good political judgement	Essential
	High degree of professionalism and sense of diplomacy	Essential
	Proven ability to quickly grasp details	Essential
	Ability to remain calm and focussed under pressure and deliver work to a consistently high standard	Essential
	Strong time management skills	Essential
	Strong administration skills	Essential
	IT fluency, including the use of email, internet, MS Office, data management tools and websites	Essential
Knowledge	Understanding of Green Party organisation at local, regional and national level	Desirable
	Familiarity with relevant campaigns issues and organisations	Desirable
Personal attitudes	Sympathy with the aims and policies of the Green Party, and with development of a more sustainable society	Essential
	Creative and open minded with a willingness to innovate in pursuit of the objectives of the role	Essential
	Eligible to work in the UK	Essential

Personal circumstances	Able and willing to work occasional unsocial hours and outside of normal office hours as required	Desirable
	Not a member of another UK political party	Essential
Equality	Committed fully to the principle of Equal Opportunities for all in line with Green Party policies	Essential

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