

# Administrative Assistant

## Job Description and Person Specification

### Purpose of the role

Brighton & Hove Green Party are currently looking for an Administrative Assistant to work in our central Brighton office, working in an exciting, dynamic and varied role with the chance to contribute to Brighton & Hove Green Party alongside Green politicians, activists, and the rest of the staff team.

The position is an excellent opportunity to work for the country's most successful local Green Party of England & Wales (GPEW).

We are keen to encourage applications from people currently under-represented in the political sphere and the environment movement, for example, black and minority ethnic people. We would particularly welcome applications from people who identify as one of the protected characteristics under the *Equality Act 2010*.

<b>Salary:</b>	£20,786 FTE (Point 1 on the GPEW salary scale) Approx. £8,314 pro-rata
<b>Hours:</b>	Part time – 14 hours per week
<b>Job type:</b>	Fixed term contract until July 2019
<b>Location:</b>	Brighton
<b>Line manager:</b>	Party Manager – Brighton & Hove Green Party
<b>Line management responsibilities:</b>	Not applicable

### Application process:

Applications to be submitted by 5:00pm on 4 July 2018 and interviews to be held the week commencing 16 July although please note the dates for interview are subject to change. Please email your completed application form along with an Equal Opportunities Monitoring form (both found on [www.greenparty.org.uk/jobs](http://www.greenparty.org.uk/jobs)) to [benedict.allbrooke@brightonhovegreens.org](mailto:benedict.allbrooke@brightonhovegreens.org)

## Principle Roles and Responsibilities

### Office administration

1. Work alongside the Senior Administrative Officer as 'front of house' and act as a first point of contact for any visitors.
2. Assist with general office administration, included but not limited to handling emails, letters and phone calls, updating the website, and responding to general enquiries.
3. Assist the Senior Administrative Officer in providing support to the Executive Officers in performing their roles

## Party support

1. Assist the Senior Administrative Officer in co-ordinating and supporting office volunteers.
2. Support party meetings, organising room bookings, taking minutes and any other related activities as required.
3. Assist the Senior Administrative Officer in supporting wards with publications and action day materials.
4. Assist the Senior Administrative Officer to execute the communications plan to members and supporters about the activities of the local party.

## Person Specification

	<b>Attribute</b>	<b>Essential/desirable</b>
<b>Experience</b>	Working in an office and/or customer service environment	Essential
	Taking meeting minutes	Desirable
	Working with volunteers	Desirable
<b>Skills/abilities</b>	Excellent oral and written communication skills	Essential
	Managing complex, sensitive and/or difficult issues	Essential
	Competency in basic IT and computer programs, including email, internet, the Microsoft Office suite, data management programs and websites.	Essential
	Adaptability and able to work in a busy environment; able to prioritise effectively and be flexible in the face of shifting priorities	Essential
	Self-motivated and uses initiative, working both alone and as part of a team	Essential
	Trustworthy and reliable, with an appreciation and understanding of maintaining confidentiality	Essential
	Able and willing to work outside normal office hours as required from time to time	Desirable
<b>Knowledge</b>	High level of political awareness	Essential
	Familiarity with Brighton & Hove	Desirable
	Familiarity with political campaigning	Desirable



<b>Personal attitudes</b>	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
<b>Personal circumstances</b>	Eligible to work in the UK	Essential
	Able and willing to work occasional unsocial hours and outside of normal office hours as required	Essential
	Not a member of another UK political party	Essential
<b>Equality</b>	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.

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