**Leadership Assistant**

**Job description**

**Salary:** £20,000 to £23,902 (points 1-10 on the GPEW national pay scale)

**Hours:** 35 hours per week

**Location:** Green Party National Office, London

**Line Manager:** HR and Office Manager

**Reporting to:** Co-Leader and Deputy Leader of Green Party of England and Wales; Chief Executive;

**Term:** Fixed-term to 30 September 2018

The Green Party of England and Wales is seeking a highly organised person to manage the diaries and schedules of a Co-leader, the Deputy Leader and the Chief Executive. The ideal person for this role will be someone with exceptional attention to detail and an experienced and effective communicator. There will be considerable liaison with local parties across England and Wales, members and supporters, particularly as events that the Leadership team will attend are being planned. The person appointed to this role will require discretion and the ability to deal with often confidential and sensitive matters. They will need to have an understanding of the Party’s overall priorities set out in its Political Strategy. In addition to managing the diary and helping with the planning of events, the person appointed will also provide administrative support – managing email inboxes and helping draft appropriate responses as needed and with taking minutes of important meetings such as the Green Party Executive (GPEX).

Outline of Leadership Assistant role:

1. Management of diaries and schedules of the elected Co-leader and Deputy Leader and of the Chief Executive.
2. Administrative support to the elected Co-Leader and Deputy Leader including email and written correspondence.
3. Coordination of event planning in collaboration with local and regional parties.
4. Provision of a single point of contact for internal departments in the planning for the Co-leader and Deputy Leader of media events, policy launches and other areas as needed.
5. Providing administrative support for key Party governance meetings including taking minutes as required.

Responsibilities:

1. Fielding internal and external phone calls and other enquiries in an organised, efficient fashion.
2. Coordinating leadership team activities with national office and with regional and local parties, and with the staff of the other Co-leader based in parliament
3. Managing and drafting responses as appropriate to email inbox and phone enquires.
4. Managing the diary appointments and schedule of the Co-leader, Deputy Leader and Chief Executive including making the necessary travel and accommodation bookings.
5. Providing support to the Co-Leader, Deputy Leader and Chief Executive for events around the country.
6. Ensuring that the Co-leader and Deputy Leader are suitably briefed for all engagements. This may involve, in consultation with press, campaigns and policy staff, and the commissioning of reports, policy information and speeches from colleagues.
7. Providing occasional political input and guidance to the Co-Leader and Deputy Leader drawing from resources in the Party’s Communication team and from resources in other Party offices.
8. Providing administrative support as required to key governance bodies of the Party including the Green Party Executive and Political Committee.
9. Supervising and coordinating the work of volunteers or interns in support of the leadership function.

**PERSONNEL SPECIFICATION FOR LEADERSHIP ASSISTANT**

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|  | **ATTRIBUTE** | **Essential/Desirable** |
| **Experience** | 1. Experience of diary management 2. Experience of Gmail, Outlook, and Microsoft packages 3. Experience of event planning 4. Experience of handling complex and confidential information 5. Experience of working in a political environment 6. Experience of working remotely/away from central office | E  E  D  E  E  D |
| **Skills / Abilities** | 1. Ability to communicate accurately and concisely both verbally and in written form 2. Ability to manage multiple work streams 3. Ability to work independently with sometimes minimal supervision 4. Digitally literate 5. Ability to respond appropriately as required to requests and deal with sensitive and/ or confidential information. | E  E  E  E  E |
| **Knowledge** | 1. Understanding of Green Party organisation at local, regional and national level 2. Knowledge of the current political landscape. | E  E |
| **Personal attitudes** | 1. In sympathy with the aims and policies of the Green Party, and committed to the development and implementation of a Green and sustainable society. 2. Flexible approach to work and a willingness to adapt within a changing environment | E  E |
| **Personal Circumstances** | 1. Eligible to work in the UK 2. Able and willing to work unsocial hours and outside of normal office hours as required by the post. 3. Not a member of another UK political party | E  D  E |
| **Equality** | 1. Candidates must indicate full commitment to the principle of Equal Opportunities for all in line with the Party’s policies. | E |

**General points applicable to all Green Party 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 polices 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. 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.
4. Green Party staff may be required to attend Green Party Executive 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.
5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and appraisal system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party.
6. Green Party staff are required to keep a timesheet along with records and details of work carried out as requested by their line manager and may, from time to time, be required to provide written or oral reports to the Executive.
7. 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.
8. Green Party staff are expected to identify and make recommendations to the Head of Office on improving the systems within the office.
9. 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.
10. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the Head of Office and in accordance with the current policy on the management of volunteers.
11. 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 the Head of Office or relevant GPEx Co-ordinator.
12. This job description may be periodically reviewed in consultation with the post holder.