

Parliamentary Assistant

Mark Ruskell MSP, Scottish Green Party

Location: Stirling (67a King Street), with attendance at events and meetings across region and Scottish Parliament as required

Salary: £24,000 - £27,000 depending on experience (pro rata)

Hours: 22.2 hours per week (3 days)

Application deadline: 12:00 Wednesday 23 January

This is an exciting opportunity for a passionate, well-organised individual with an interest in communications and serving the local community. You will work as part of a small team that support's Mark Ruskell MSP in his parliamentary duties, and as part of the wider Scottish Green group of MSPs and staff. You will be the sole member of staff working with Mark in his Stirling office, but with regular visits to the Scottish Parliament to coordinate with the Green group. This is a part-time role for 22.2 hours (3 days) per week; specific working hours will be agreed with the successful candidate.

Mark Ruskell is the Scottish Greens MSP for Mid-Scotland and Fife, and is the Scottish Greens' spokesperson on Climate, Energy, Environment, Food & Farming.

Duties and responsibilities

Administration

- Supporting Mark Ruskell MSP's Parliamentary work, including communications via e-mail, letter and phone, maintaining and managing diary and providing support for meetings;
- Sorting incoming post in Stirling office into priority order and prepare draft replies to routine correspondence;
- Making travel arrangements and organising surgeries;
- Taking enquiries from constituents and stakeholders;
- Liaising with Councillors, officials, Parliament staff, MSPs, MPs and MEPs;
- Maintaining an appointments diary for Mark Ruskell MSP, arranging and cancelling appointments, meeting and greeting visitors, etc.;
- Extracting and compiling papers and briefing notes for meetings;
- General administrative duties as required.

Casework

- Dealing with casework effectively and efficiently and investigating and responding to issues raised through correspondence, telephone calls, emails and surgeries;
- Tracking the responses to constituents and ensuring all enquiries are answered within the agreed timescale.

Communications

- Drafting letters and other documents, as required;

- Identifying forthcoming events which may provide potential media opportunities at regional level;
- Establishing a broad range of contacts within the press, broadcast and online media at regional level in order to promote the work of the MSP;
- Producing high quality press releases, speeches, presentations and written materials;
- Monitoring the regional media, keeping the MSP briefed and up to date on developments;
- Contributing to e-communications and printed publications with constituents and groups campaigning on local issues across the constituency;
- Using and monitoring social media channels to communicate with all stakeholders;
- Maintaining administrative and information systems, to support communications work in the region.

Research

- Undertake research as required to support the delivery of casework and communications

Skills, Knowledge and Experience

- Excellent written and oral communication and interpersonal skills
- Confident and self-motivated, able to work independently and deal with stakeholders and constituents on Mark's behalf
- A good understanding of, and ideally experience with, the media and social media
- Ability to work under pressure
- Sympathy with the values and aspirations of the Scottish Green Party.

To apply

Please email a cover letter and CV to GreenMSPs@parliament.scot by 12:00 on Wednesday 23 January. You should ensure you demonstrate how you meet the person specification as set out above in your application.

Interviews will take place during the week of Monday 28 January.