

## **ADMINISTRATION ASSISTANT PART-TIME – 3 DAYS PER WEEK**

### **Job purpose:**

To provide full administrative support including managing all aspects of the diary, drafting documents, filing, taking enquiries from constituents and stakeholders, replying to routine correspondence and providing support for meetings and surgery appointments for Patrick Harvie MSP.

**Location:** Glasgow constituency office

### **Duties and Responsibilities:**

- Supporting Patrick's parliamentary work including communications via e-mail, letter and phone, maintaining and managing diary and providing support for meetings
- Dealing with a high volume of correspondence, sorting into priority order, and drafting replies
- Taking enquiries from constituents and stakeholders where appropriate
- Maintaining records of correspondence and casework
- Liaising with Councillors, officials, Parliament staff, MSPs, MPs and MEPs
- Working with other staff members in Glasgow and Edinburgh to ensure that finance, research and media tasks are undertaken
- Assisting in preparing for visits, events, questions and motions
- Attending meetings and events as and when required
- Assisting with production of publications including annual reports and constituency newsletters
- Maintaining relevant social media accounts and websites
- General administrative duties as required

### **Qualifications & Experience:**

- Education to degree level or equivalent working experience
- A good level of knowledge of the political climate of Scotland and Glasgow
- A commitment to Green values and political aspirations
- Experience of working on Green policy, campaigns or community activism
- Experience of working with the public

### **Skills:**

This is a challenging and rewarding job that requires creativity, energy and efficiency. It requires the ability to think quickly, to remain calm and responsive under pressure, and to be sensitive to the needs and concerns of many different people.

- Good analytical skills, with an eye for accuracy
- Self-motivated, with an ability to work on your own
- Excellent administrative and organisational skills
- Excellent communication and interpersonal skills
- Good written English
- Good IT skills
- An ability to build and sustain positive working relationships, and to motivate and support staff and volunteers
- A versatile approach, with an ability to work under pressure

## **TERMS**

**Salary:** £20,200 to £24,700 (pro rata) depending on experience

**Hours:** 3 days per week (or equivalent). Specific working hours may be subject to negotiation with the successful candidate.