

Alison Johnstone MSP

Job Description – Parliamentary Assistant (Maternity cover- fixed term until April 2017)

Reporting to: Alison Johnstone MSP

Location: The Scottish Parliament, Edinburgh

Purpose: to provide support to Alison Johnstone MSP both in her Parliamentary duties and her work in Lothian region

DUTIES

- To manage and handle correspondence, phone calls and email enquiries from constituents and stakeholders and draft responses to broad campaigns as well as individual casework.
- To liaise with Councillors, officials, Parliament staff, MSPs, MPs and MEPs
- To develop an in-depth understanding of the region, and to establish and build relationships with local groups and organisations.
- To provide line management support to volunteers and other staff as appropriate.
- To identify opportunities for Alison Johnstone to raise local issues in parliament through parliamentary questions, motions or in debates, and draft questions and motions as necessary
- To monitor local and regional media, and work with media staff to generate media coverage and website content to promote Alison Johnstone's work
- To produce publications including newsletters
- To give practical assistance to grass roots campaigning
- To attend meetings and events as and when required
- To work with other Green Group staff members to ensure that finance, research and media tasks are undertaken
- To manage and maintain Alison Johnstone's diary and provide support for meetings
- To organise meetings, events and activities
- To undertake any other reasonable and appropriate duties as required

QUALIFICATIONS AND EXPERIENCE

- Experience of a busy personal assistant or administration role
- Education to degree level or equivalent working experience
- Knowledge of the political climate of Scotland and Lothian desirable

- A commitment to supporting Alison Johnstone in pursuing her values and aspirations
- Experience of working on relevant policy, campaigns or community activism
- Experience of supervising/ line managing staff or volunteers desirable

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.

- An understanding of political and parliamentary process is desirable
- The ability to think strategically and to maintain a clear focus on goals
- Good analytical skills, with an eye for accuracy in all your work
- 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

PERSON SPECIFICATION

- Self-motivated, with an ability to work on your own in a flexible and confident manner at all times
- A strong group ethos, and a willingness to share workload across the team when necessary
- Creative and versatile
- Sensitive to the needs and concerns of constituents and campaign groups

TERMS

Salary: £21650 to max £24700 (full time equivalent based on 37hrs per week), dependent on skills/experience. (Pro rated salary is £17,320-£19,760).

Hours: 29.6 hours (4 days) per week. There must be a willingness to have flexibility in working hours.

Holidays: 30 days per year plus 10.5 public holidays

Pension: A 10% contribution to a private pension plan is offered by the Scottish Parliament

Duration: This is a fixed term appointment to cover the maternity leave of the post holder, starting from July 2016 for approximately 11 months, with the possibility of extension.

How to apply: CV plus covering statement demonstrating requirements to Green Group of MSPs, Room MG.19, Scottish Parliament, Holyrood, Edinburgh, EH99 1SP or by email to GreenMSPs@parliament.scot

Closing Date for applications: Friday 8th July 2016