

# GREEN MSPs

## Parliamentary Assistant Job Description

**Accountable to:** Alison Johnstone MSP  
**Location:** Scottish Parliament, Edinburgh

**Purpose:** to provide administrative and organisational support to the Green MSPs and their staff team

### GENERAL DUTIES

- Assist with correspondence, phone calls, emails, events and diary management
- Attend Group meetings and take minutes where necessary
- Organise meetings, events and activities in Parliament
- Maintain relationships with relevant organisations
- Assist the media and research teams as required
- Work with MSPs and other staff on group finances, eg maintaining records, processing invoices, liaising with Parliament officials and Scottish Green Party staff
- Undertake any other reasonable and appropriate duties as required

### QUALIFICATIONS AND EXPERIENCE

- Education to degree level or equivalent working experience
- Experience of public-facing role, including written and face to face communication
- Experience of administration and budgetary work/book keeping in an office environment

### SKILLS

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

## **PERSON SPECIFICATION**

Self-motivated, with an ability to work on your own

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

All applicants must share the values and aspirations of the Scottish Green Party, and have a commitment to the Scottish Parliament

## **TERMS**

**Salary:** Starting salary £21650; maximum £24,700 depending on experience

**Hours:** 37 hours per week, with occasional weekend and evening working