

## **Part-Time Administrative Officer to Patrick Grady MP**

I'm recruiting for a part-time Administrative Officer to work in my Glasgow office and assist in dealing with constituent enquiries and other administrative aspects of my constituency work.

### **Location**

This position is based in the Glasgow North Constituency Office although may require occasional travel to London.

### **Hours**

This is a part-time position based on a 20-hour working week. This would ideally be worked as 4 hours per day between Monday and Friday, however the working pattern may be negotiable for the right candidate. You may also be asked to take on occasional evening or weekend work.

### **Salary**

The salary is within the 'Outside London' Administrative Grade 1 full-time equivalent salary range (£17,062.50– £ 24,913 pro rata) as defined by the Independent Parliamentary Standards Authority.

### **Job Description**

The key responsibilities of this role include:

- Assisting with arrangements for events (non political)
- Diary management
- Handling administrative arrangements for meetings with members of the public/MP surgeries
- Liaise with external suppliers when required regarding office supplies
- Manage and monitor incoming calls and enquiries
- Opening and dispatching mail
- Photocopying, filing, record-keeping and typing correspondence
- Providing administrative support in relation to MP's expenses scheme
- Responding to enquiries by telephone and email, passing on queries to other team members/MP as appropriate

### **Person Specification**

The successful applicant should be able to demonstrate the following skills and experience:

- Relevant qualifications demonstrating literacy, numeracy and research skills, or equivalent experience
- Knowledge & understanding of UK and Scottish politics
- Ability to manage time, work under pressure, meet deadlines
- Ability to work as part of a team • Familiarity with media & social media
- Excellent IT skills including experience of using Microsoft Office suite and the ability to learn new software.
- Some experience of working in an office environment is preferable but not essential

This is a perfect opportunity for someone who works well in a small team, has a positive attitude and would like to gain experience working with an elected representative

**How to apply:**

Please send your CV with a covering letter (no more than 3 pages in total) matching your skills and experience to the job description and person specification set out above to [apply@patrickgrady.scot](mailto:apply@patrickgrady.scot).

The closing date for applications is 17:00 on Friday 27 July 2018. Applications received after this will not be considered.

Appointment will be dependent on satisfactory references, and you will be required to comply with the Baseline Personnel Security Standard, undertaken by the Parliamentary Pass Office.

**Interview/Start Dates**

Interviews will be in Glasgow on Monday 06 August 2018. Proposed start date is Monday 03 September 2018 although this is negotiable if necessary.