

Regional Assistant (part time)

Patrick Harvie MSP

Location: Patrick Harvie MSP's regional office, Finnieston, Glasgow

Salary: £23,180 (pro rata, full time equivalent based on 37 hours per week)

Hours: 22.2 hours per week (flexible working hours; Tue-Fri preferred, but subject to negotiation)

Reporting to: Regional Co-Ordinator

Holidays: 30 days leave plus 10.5 public holidays (pro-rata)

Pension: 10% contributions from the Scottish Parliament to a stakeholder pension

Application deadline: 12:00 Friday 27 September 2019

From tackling the climate emergency to building a fairer economy and making the case for Scotland's place in Europe, the Green Group of MSPs in the Scottish Parliament are leading the change. This is a rewarding role that will put you at the heart delivering our vision of a fairer, greener Scotland.

Working as part of the local team that supports the work of Patrick Harvie MSP, you will provide full administrative support including managing all aspects of the diary, drafting documents, filing, taking enquiries from constituents and stakeholders, replying to correspondence and providing support for meetings and appointments for Patrick Harvie MSP.

This is a unique and exciting opportunity for a passionate, well-organised individual with some experience of working in an office environment, in ideally a public-facing role or in local campaigning. Knowledge of Scottish and Glasgow politics is useful, but not as important as enthusiasm and the ability to develop this knowledge in the job. The job may involve periods of working alone, as well as with the rest of the team.

Duties and responsibilities

- Supporting the MSP's Parliamentary work, including communications via e-mail, letter and phone
- Maintaining and managing diary and providing support for meetings
- Drafting letters and other documents, as required
- Sorting incoming post into priority order and prepare draft replies to routine correspondence
- Taking enquiries from constituents and stakeholders where appropriate
- Maintaining a filing system, associating previous papers with current correspondence, and extracting documents on request
- Liaising with officials and politicians from Glasgow City Council, Scottish Parliament and Scottish Government
- 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
- Assisting with production of publications including annual reports and constituency newsletters
- Assisting with relevant social media accounts and websites

- General administrative duties as required

Person specification

Essential

- Experience of working with the public
- 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

Desirable

- Education to degree level or equivalent working experience
- Experience of working on policy, campaigns or community activism
- An understanding of the Scottish Parliament and the political climate of Scotland and Glasgow

To apply

Please email a cover letter and CV to Gordon.Crawford@Parliament.scot by 12:00 Friday 27 September with REGIONAL ASSISTANT in the subject line. You should ensure you demonstrate how you meet the person specification as set out above in your application.

Please note that the Scottish Green MSPs are currently hiring for a number of roles, all of which are advertised <https://greens.scot/work-with-us>. Candidates are welcome to submit applications to more than one vacancy.

Interviews will take place in early October in Patrick Harvie MSP's regional office, Finnieston, Glasgow.

To arrange an informal discussion about this role, please email Jon Molyneux at jon.molyneux@parliament.scot