

**JOB DESCRIPTION – PERSONAL ASSISTANT/
SOUTH EAST CO-ORDINATOR
REF:KTPA**

Job title:	Personal Assistant/SE Constituency Co-ordinator for Keith Taylor MEP
Job purpose:	To provide practical and political support to the South East Green MEP in pursuit of his UK-based work; to manage the work of constituency workers
Reporting to:	Keith Taylor
Based:	The London office of Britain's two Green MEPs, currently near London Bridge.
Contract:	To end of Parliamentary term (July 2014) subject to probationary period.
Salary:	starting at £28,500 and potentially rising to 31,700 (inclusive of £5,000 pa pro rata London Weighting)
Hours:	35 hours per week, some flexibility in timing required due to the parliamentary calendar. Some evening and weekend work may be required, for which there will be time off in lieu.

KEY ACTIVITIES

PA/Constituency activities

1. To be the primary point of contact between the MEP and a range of constituents and organisations
2. To manage and oversee the work of regionally based part-time constituency workers (Regional Liaison Officers)
3. Secretarial and office support to the MEP, including: managing and responding to mail, telephone and e-mail, responding to enquiries, booking meetings, taking minutes, organising travel arrangements and general office support
4. The coordination of a range of projects, from policy briefings to conferences and publications
5. To undertake research for the MEP, including research in specific policy areas; background research for particular events and compiling briefings for media appearances
6. To work in close co-operation with Keith's Media and Public Relations Officer and provide minimum cover in their absence. To liaise with other members of staff as appropriate including Brussels-based personal assistant and PA/constituency workers of other Green MEPs
7. To work as part of the Green MEPs team
8. Maintaining database of local organisations
9. Represent the MEP as appropriate at meetings within the region
10. Managing volunteers and, where agreed in advance, project staff
11. Responsibility for dealing with maintenance of office equipment, ordering stationery etc.

12. Responsibility for keeping financial information relating to the work of the office (e.g. petty cash, receipts etc).

South East Green Party Liaison

13. To establish good working relationships with the officers of South East Green Parties and the South East Confederation of Green Parties
14. To deliver regular MEP reports to the Green Party England and Wales and the South East Confederation of Green Parties in liaison with Caroline Lucas MEP and other staff members
15. To help to respond to relevant queries from Green Party members as appropriate
16. Attending and reporting back on the meetings of the South East Confederation of Green Parties, where requested

Office Management

17. To share responsibility for matters relating to IT in the London office with the PA/Constituency worker for Jean Lambert MEP
18. To share responsibility for the maintenance of office equipment with the PA/Constituency worker for Jean Lambert MEP
19. Other tasks as appropriate to the position and agreed from time to time

PERSON SPECIFICATION

Essential

- Excellent organisational and administrative skills
- Proven excellent communication skills, written and verbal
- Ability to manage a small number of other staff and volunteers
- Excellent telephone manner
- Excellent computer skills, including word-processing, email, internet, spreadsheets
- Strong networking and interpersonal skills
- Strong analytical skills, initiative, and ability to think strategically and creatively
- Proven research skills
- Ability to prioritise workload
- A commitment to and understanding of Green politics
- Experience of updating MS Access databases
- Administrative self-sufficiency, including sound office skills (e.g. maintaining filing system)
- The ability to be both a self-starter and to work as part of a team
- Proven reliability
- Not a member or activist of another political party

Desirable

- Experience of working with the public
- Experience of networking with local community organisations and campaign groups
- Knowledge of UK political environment and of European institutions and how they work
- Geographical awareness of constituency areas and of local and regional government structures
- Project coordination and interest in project development
- A knowledge of local government and UK pressure groups
- Website maintenance experience
- Experience of constructing MS Access databases