

Job Description and Person Specification BPA09

Job description:

- Manage busy Brussels office with high volume of varied and complex administration, to provide secretarial and office support to MEP, including: managing and responding to mail, managing MEP's diary, responding to information requests, booking meetings, organising travel arrangements, general office support
- Drafting, coordination, political strategy and lobbying work to influence relevant legislation via Parliamentary Committees and plenaries
- Represent MEP as appropriate, attending meetings on MEP's behalf, briefing colleagues and the media
- Liaise with other Green group researchers, staff in the constituency office, Brussels-based NGOs and delegations and other EU institutions
- Speech writing and press work as appropriate
- Desk research for reports, speeches, Parliamentary questions / letters and constituent queries
- Recruitment, management and training of stagiaires
- Organise and oversee group visits, seminars and receptions
- Administer and oversee expenditure of budget line for publications

Key competencies:

Essential

- Strong organisational, IT and administrative skills and solution-orientated approach
- Strong analytical skills, initiative, and ability to think strategically and creatively
- Ability to prioritise heavy work load, to work well under pressure, including some unsociable hours
- Excellent communication skills, both verbal and written
- Strong understanding of, and commitment to the aims of, green politics
- Proven knowledge and understanding of the workings of the European institutions
- Ability to quickly grasp and work with new topics
- Political judgement and a keen sense of diplomacy
- Good interpersonal and networking skills and a commitment to team work
- Proven research skills
- Fluency in written and spoken English, with reasonable knowledge of French
- Not a member of another political party

Desirable

- Specific knowledge of EU environmental policy, particularly on climate change
- Experience of managing small number of staff / volunteers
- Media skills and experience an advantage