

Part Time Constituency Support Officer to Patrick Grady MP

I am recruiting for a part-time Constituency Support Officer to work in my Glasgow office and assist my team in dealing with constituent enquiries. Key responsibilities include researching and drafting responses to political campaigns, maintaining a record of campaign work and updating constituents on my work in Parliament.

Location

This position is based in the Glasgow North Constituency Office.

Hours

This is a part-time position based on a 22.5 hour working week. This is envisaged as involving three full-time days per week.

Salary

The salary is within the 'Outside London' Executive Grade 1 full-time equivalent salary range (£16,000-£26,093 pro rata) as defined by the Independent Parliamentary Standards Authority.

Job Description

- Analyse patterns of enquiries and produce reports
- Analyse, evaluate and interpret data to ensure the Member is accurately informed on key issues and is aware of trends
- Attend constituency meetings as appropriate
- Dealing with standard queries from members of the public
- Draft responses to constituents
- Establish a social media presence in the constituency and publicise surgeries etc.
- Gathering relevant information to assist with resolving cases
- Log all cases; monitor progress and ensure all identified actions are taken
- Research local, regional or national issues to support the Member's work
- Retain records and information confidentially and in line with the Data Protection Act

Person Specification

- Relevant qualifications demonstrating literacy, numeracy and research skills, or equivalent experience
- Some experience of working in an office environment
- Knowledge & understanding of UK and Scottish politics
- Experience of research tools and techniques
- 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 master new software.

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 Members of Parliament.

This position may require occasional travel to London required and you may also be asked to take on occasional evening or weekend work.

How to apply:

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

The closing date for applications is 10.00am on Thursday 12th May 2016. Applications received after this will not be considered.

Appointment will be dependent on satisfactory reference, 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 held in Glasgow and are expected to be held on 27 May 2016, although this remains to be confirmed.

Start date is negotiable.