

Sheffield & Rotherham Green Party

73 Eskdale Road, Sheffield S6 1SL

www.sheffieldgreenparty.org.uk

Thank you for your interest in working for Sheffield & Rotherham Green Party.

Here is some general information for applicants for the post of:

Administrative assistant

Application

Please complete the application form. CVs are not required and will not be considered. If applying by email please download the application form, save it, complete and return it by email to jrutnam@phonecoop.coop by the closing date. (This is not an online website-based application process.)

Here are some hints and tips on how to put a good application together:

Every vacancy we advertise will have a Role Description and a Person Specification which will tell you all the details about the post. You should read all these documents before you begin to complete your application form.

We aim to treat every individual applicant for each post as fairly as we can and our selection decisions are based solely on the information you give us in your application form.

We genuinely welcome applications from people from all kinds of backgrounds, so you should use all your life experiences when filling in your application form. You can write about voluntary work you have done, educational experiences, training schemes, experiences gained through your personal interests, domestic life as well as any jobs that you have done. We only ask that you focus what you write so that you convince us that you do have the skills we are looking for, no matter where you acquired them.

The Job Description/Person Specification

The job description will give you the duties and responsibilities involved in the role, whilst the person specification shows the essential skills, knowledge and experience we are looking for.

Having read both documents you should be ready to show us how you meet each requirement. You should give examples to back up each statement. These examples can be from your current or previous work, voluntary work or personal life.

Try not to just say "I've got good communication skills and good teamwork skills, so I can do the job". Where did you gain your skills? How do you put them to use? How often? As well as telling us what you have done, you can also tell us something about your views and how these might affect the way you approach your work

Interviews will be held on 15th December 2010. If shortlisted, you will be notified initially by phone.

Conditions of service

Full details of the postholder's particular Terms & Conditions will be provided to the successful applicant. In brief:

Salary

Paid monthly in equal instalments in arrears by credit transfer to a bank or building society account on 30th of each month or the last banking day prior to 30th.

Probationary period

One month.

Hours and working pattern

12 hours per week. Working hours may vary between 10 hours minimum and 14 hours maximum per week, to average 12 per week over a four week period. The working pattern is to be agreed between the postholder and supervisor but please note that evening work is *required* for two evenings per month (normally Wednesdays).

Supervision

The postholder is entitled to an induction period introducing them to the role, and regular supervision sessions. Everyone who works for SRGP is encouraged to ask for support whenever they like and to take up any opportunities for training and skill development. We aim to foster a co-operative, inclusive working atmosphere.

Holiday entitlement

28 days per year pro-rata. Public holidays are to be included within the total entitlement for this post. The holiday year runs from the first day of employment.

This post is not pensionable.

Notice periods, sickness and other procedures are covered in the Term & Conditions.

We look forward to receiving your application.