

Sheffield & Rotherham Green Party

73 Eskdale Road, Sheffield S6 1SL

www.sheffieldgreenparty.org.uk

Role description for the post of **Administrative assistant**

Role Summary

To provide administrative support to party officers by maintaining up to date records, updating website content, and by assisting with other duties to ensure that the party runs smoothly and efficiently.

Salary: £8.10 per hour, plus home working allowance.

Closing date: Friday 10th December 2010 5pm

Interviews: Wednesday 15th December 2010

Why should you apply?

About us: The Green Party of England & Wales promotes the policies of ecological sustainability, a fairer economy, a more equal society, a higher standard of democracy, and social justice globally and locally. Greens hold 109 seats on local authorities, and in 2010 party leader Caroline Lucas was elected as the UK's first Green MP.

About the role: Here in Sheffield & Rotherham we have two councillors in Sheffield Central ward, and a thriving local party. We work within the council and in local neighbourhoods, and campaign year-round on issues such as housing and transport. You'll join our core team of party members which combines political work with the administration needed to keep the party running. You'll be a big support to the organiser of Central ward activities. You'll be a welcome addition to of our organisation as it continues to develop innovative ways to meet future challenges.

About you: You'll have good IT and information handling skills, combined with an efficient and flexible way of working. You'll be confident working on your own, as well as a good team worker. You will be interested in politics, and in social and environmental issues. Whether you're updating records or talking to a new member of our canvassing teams, you'll apply your initiative and positive approach to the crucial, varied work which goes on behind the scenes. Your enthusiasm will lead you to contribute your ideas and to take up opportunities for developing your skills.

Contract information

Contract: Fixed term 6 months. Any possible extension of the contract will be made known two months before the end of the term.

Hours: 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.
Evening work is required for two evenings per month.

Holidays: 28 days per year pro-rata. Public holidays are to be included within the total entitlement for this post.

Location: Home based.
A telephone and access to an internet connected computer are required. The job will involve travel to several work sites in Sheffield. These include venues of meetings and the homes of party members. The postholder will be responsible for their own travel arrangements to and between worksites.

Accountable to: Central ward co-ordinator

How to apply: Please complete an application form available from:
Judith Rutnam
144 Chorley Road, Sheffield S10 3RN
tel: 0114 230 2520 07952 900085
email: jrutnam@phonecoop.coop

Duties:

1. To act as contact point to receive data gathered by party canvassing teams and others.
2. To ensure that the SRGP database is up to date and useful and relevant to party activities by adding and editing data, and retrieving and presenting it as required by party officers and sub-groups.
3. To maintain accurate membership records by updating contact details and other relevant membership information, maintaining member confidentiality in line with SRGP policy.
4. To issue local membership renewal reminders and process new applications and renewals.
5. To update SRGP website at regular intervals by adding new content such as press releases and letters, and by adding and amending text as requested.
6. To attend monthly SRGP members and co-ordinating group meetings and act as minutes secretary by taking and circulating minutes, and preparing and publishing agendas.
7. To organise and carry out periodic mailings to party members.
8. Undertake individual small projects as directed by the Central ward co-ordinator.
9. To work co-operatively and flexibly alongside party volunteers who may wish to be involved with or learn about these duties.
10. To carry out these duties in accordance with SRGP policy and procedures, including its equal opportunities, confidentiality, and privacy policies.

11. To take reasonable care of the health and safety of themselves and of others who may be affected by their acts or omissions at work.
12. To carry out any other reasonable duties which may arise from time to time and which are compatible with the main purposes of the post, as requested by the Central ward co-ordinator.

Person Specification: Knowledge, skills and experience required

Essential

- Good standard of written English
- Ability to communicate clearly by email, telephone and in person
- Ability to write headlines for website items
- Flexibility to attend day time and evening meetings as required

- Experience of minute taking

- Ability to use email, Excel, word processing and image manipulation software
- Ability to work in a well organised, methodical way with attention to detail

- Interest in green politics
- A co-operative, friendly approach to working with a variety of people
- Self-motivation and personal drive to complete tasks to required quality standards and time scales

Desirable

- Experience of updating websites
- Experience of using Wordpress/ html /image software such as GIMP/photoshop
- Familiarity with data protection legislation or willingness to learn
- Experience of maintaining effective and accurate administrative systems.

For an informal discussion or more information about this role, contact Jon Ashe tel: 07842 374392 or e-mail jonashe@ashes.f9.co.uk)

JR November