

SHEFFIELD & ROTHERHAM GREEN PARTY

c/o 73 Eskdale Road, Sheffield S6 1SL

www.sheffieldgreenparty.org.uk

PART-TIME ADMINISTRATIVE ASSISTANT

ROLE DESCRIPTION

Summary

Sheffield & Rotherham Green Party (SRGP) is seeking to recruit a part-time Administrative Assistant for a 12-15 month period, starting in April or May 2013. The overall purpose of the job is to provide admin support to SRGP, including its members, officers, Sheffield city councillors and employed Development Worker. This will help us promote green policies successfully, and run and develop the organisation effectively.

Salary: £8.50 per hour

Hours: 10 per week, negotiable work pattern

Location: A combination of the employee's home and other locations in Sheffield & Rotherham.

DEADLINE FOR RECEIPT OF APPLICATIONS: 5pm, Thurs 28th February

Applications, using the application form for this role, should be sent by post or e-mail to Jon Ashe, chair@sheffieldgreenparty.org.uk or 12 Southbourne Road, Sheffield, S10 2QN.

WHY SHOULD YOU APPLY?

About us

The Green Party represents a real alternative to the mainstream parties at a time when people are increasingly jaded with conventional politics, and when our twin agendas of social and environmental justice are more pressing than ever.

SRGP has grown rapidly in the last 10 years and is now one of the largest local Green parties in the north of England. We have two city councillors and regularly win about 10% of the vote across Sheffield in local elections. Our core team of elected officers works with a large number of party members to combine political work with the administration and development needed to run the party and develop it for the future. We have substantial campaigning and development activity, and organise speaker meetings and social events for members and for the public. We have links with the regional and national party organisations, which will be particularly important in the build-up to the early-summer 2014 European and City Council elections. We have 'street

credibility' in our main target wards (including Sheffield Central and Broomhill), feature in local newspapers and broadcast media, and have an excellent website and growing impact via social media. We employ a part-time Development Worker to help us improve and strengthen SRGP.

About the role

Providing admin support to SRGP, including its members, officers, Sheffield city councillors and employed Development Worker. This role needs to be flexible according to fluctuating needs. But it is likely to include the following elements:

- a. Supporting our members (including membership communication and liaison) and helping to improve our membership records;
- b. Supporting our operational and developmental activities, eg admin support for meetings and events, liaising with supporters and voters, etc;
- c. Supporting our campaigning activity;
- d. Helping to promote SRGP publicly;
- e. Other admin and development activity as required.

About you

You'll be committed to collaborative working in a democratic organisation. You'll be able to work sensitively and constructively with people of all backgrounds and abilities. You will possess the skills to help others to fulfil their individual roles effectively as part of a coherent and integrated organisation. You'll be able to cope with competing pressures arising from within and outside the organisation.

You should be motivated by enthusiasm for the green movement and an interest in local politics. Good communication and organisational skills are essential and your IT skills will be strong too. You'll be a welcome addition to our organisation as it continues to develop innovative ways to meet future challenges.

Specific skills, expertise, knowledge and qualities required:

Excellent interpersonal and communication skills;

Strong personal motivation and commitment to high-quality work;

Able to work flexibly, especially when priorities and deadlines make it necessary;

Good organisational ability, including ability to use own initiative sensibly;

Substantial expertise and experience in relation to IT-based information systems and good IT skills, including expertise with Word, Excel and Powerpoint;

Outgoing and able to interact well with a wide range of people;

Commitment to Green Party values and policies.

Location of role

Employee's home for part of the time; other locations, mainly in Sheffield as required. (Note that the employee will need to live within easy reach of central Sheffield.)

A telephone and access to an internet-connected computer are required.

The job will involve travel to various work sites in Sheffield and Rotherham. The postholder will be responsible for their own travel arrangements to and between worksites. Occasional travel outside Sheffield and Rotherham may be required.

Period of appointment

April or May 2013 for 12-15 months.

Hours per week, salary rate and other conditions

Hours & pay: 10 hours per week at £8.50 per hour, with negotiable working pattern. Plus £15 per month home-working allowance.

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

Line management and accountability

Accountable to Jon Ashe, SRGP chair.

Note: The administrative assistant will also need to work closely with others, including the other SRGP officers, Sheffield city councillors and the SRGP Development Worker, who is our other part-time employee.

Further information about the role

To obtain more information about the role or if you would like to discuss it, please contact: Jon Ashe, via e-mail chair@sheffieldgreenparty.org.uk .

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