**ADMINISTRATIVE ASSISTANT – PART-TIME, FIXED TERM**

**IPSA PAY SCALE**

Emily Thornberry MP, Labour’s Shadow Foreign Secretary, is looking for a part-time administrative assistant to be based in her Westminster office. The post is three days a week (preferably Monday to Wednesday) and the successful applicant will be offered a six month fixed-term contract.

We are hoping to appoint someone with a good understanding of Labour politics, a friendly and helpful attitude, and impressive organisational skills.

You will work with Emily’s parliamentary team, processing mail and telephone enquiries, drafting correspondence on a range of issues, and providing Emily and her political and casework teams with the support they need for meetings, surgeries and parliamentary work.

This is an interesting and challenging job for someone who is prepared to work hard and learn fast.

**Please download the application pack from my website** [**www.emilythornberry.com**](http://www.emilythornberry.com)**. Only applicants who complete the application form will be considered.**

**Completed application forms should be sent to Frances Simmons on** [**simmonsf@parliament.uk**](mailto:simmonsf@parliament.uk) **by Tuesday, January 3rd 2017.**

**Interviews will take place on Saturday, January 7th 2017.**

ADMINISTRATIVE ASSISTANT Part Time

**PLEASE RETURN THIS FORM TO:** [**simmonsf@parliament.uk**](mailto:simmonsf@parliament.uk)

**FORMS MUST BE RECEIVED BY: Tuesday 3rd January 2017**

*Please complete all sections of the form as fully as possible. A Job Description, Person Specification and Equal Opportunities Monitoring Form are enclosed.*

# Name :

**Address:**

**Telephone:**

**Email:**

Please provide names, addresses and phone numbers of two referees, one of whom should be your present or most recent employer:

# First Referee Second Referee

**Name: Name:**

**Position: Position:**

**Address: Address:**

**Telephone: Telephone:**

**Email: Email:**

## EDUCATION & TRAINING

### Please give details of courses taken and qualifications acquired

## EMPLOYMENT HISTORY

### Starting with current or most recent employer

## Employer Dates Job Title Duties

***COMMUNITY, VOLUNTARY AND POLITICAL INVOLVEMENT***

**Please give brief details of your involvement in community activities, and any voluntary experience.**

1. ***REASONS FOR APPLYING FOR THIS POST***

Outline your reasons for applying for the post of Administrative Assistant, and explain how your skills and experience are relevant to this post.

2. WORK EXPERIENCE – tactics and outcome

Describe an example of a time when you worked with a group to carry out a challenging task. Outline the initial problem, the actions you took, your own personal involvement and the outcome.

How did you decide what action to take?

How did the group feel about the outcome?

3. KEY ISSUES

The good news is that we now have a Labour Mayor of London – and the bad news is that we still have a Tory government, and the UK appears to be set to leave the EU in a couple of years.

In general, the key policy issues for Emily’s constituents are housing, immigration and healthcare. How do you think Emily should approach these issues over the next two years?

4. PRESSURE AND PRIORITIES

What are the challenges presented by an MP’s workload? Give an example of a time when you had to make a decision about priorities - what tactics do you use to deal with tight deadlines?

EQUAL OPPORTUNITIES MONITORING FORM

Please return this form with your application form. The information given on this form will remain anonymous, and will NOT be considered with your application.

Male/Female

Date of Birth

Do you consider yourself to have a disability?

Ethnic origin

JOB DESCRIPTION – Administrative Assistant

The Administrative Assistant will mainly be based in Emily’s Westminster Office, and will liaise with staff in the constituency office. Tasks will include:

* Assisting with arrangements for events
* Assisting with diary management
* Handling administrative arrangements for meetings
* Handling administrative arrangements for MP surgeries
* Liaising with external suppliers regarding office supplies
* Opening and dispatching mail
* Managing and monitoring incoming calls and enquiries
* Responding to enquiries by telephone and email
* Passing on enquiries to other members of staff as appropriate
* Photocopying, filing, record-keeping and drafting correspondence
* Providing administrative support in relation to MPs’ expenses

Hours of work: 22.5 per week. Preferably Monday-Wednesday office hours, but some weekend and evening work may be required.

Salary £12,000 pa for three days a week (pro rata to £20,000 pa)

PERSON SPECIFICATION – Administrative Assistant

EXPERIENCE - You should have:

* Experience of political or community work
* Office experience

SKILLS AND ABILITIES - You should be:

* Quick, intelligent and well-organised
* Hard-working, with good political judgement
* Discreet, with a good understanding of confidentiality issues
* Able to manage a large and varied workload
* Able to prioritise and complete tasks on time
* Computer-literate, with knowledge of data-handling and working with websites
* Helpful and supportive, with good inter-personal and communication skills
* Able to work unsupervised, on your own initiative, but with a constructive approach to team working

UNDERSTANDING AND COMMITMENT - You should be able to show:

* Commitment to Labour values
* Understanding of the role of an MP within the local community, and in relation to other parts of government
* Commitment to equal opportunities

DESIRABLE SKILLS & EXPERIENCE

* Knowledge of parliamentary procedure
* Knowledge of Labour Party structures, policies and procedures