



# British Group Inter-Parliamentary Union

## JOB DESCRIPTION

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| <b>Job Title:</b>            | Executive Officer  |
| <b>Line Manager:</b>         | Deputy Director  |
| <b>Departmental Manager:</b> | Director   |
| <b>Salary</b>                | Starting salary £27,500 p.a.<br><i>(Equivalent to House of Commons Pay Band C)</i> |
| <b>Qualifications</b>        | Relevant Degree and/or experience  |
| <b>Type of appointment</b>   | Full time (35 hours per week)  |

### **Organisational Overview**

The British Group of the Inter-Parliamentary Union (BGIPU) has responsibility for the UK Parliament's engagement with the Inter-Parliamentary Union (IPU) which is the global organisation of Parliaments. It does so through an Executive Committee appointed by its members with policy and administrative support from the BGIPU Secretariat. Membership of the BGIPU is open to all Members of the House of Commons and House of Lords and thus has a membership of about 1,450 parliamentarians from both Houses, across all political parties and the cross-benches. The BGIPU is funded jointly by the House of Commons and the House of Lords with the primary aim of advancing the parliamentary dimension of Britain's foreign relations.

### **Main Purpose of Job**

To provide an efficient and timely administration and general support services to the BGIPU Secretariat as Executive Officer under the direct supervision of the Deputy Director and Director.

### **Primary Tasks**

- Support the Director and other senior staff by providing administrative support, drafting correspondence, diary management and organising and taking minutes of meetings as required. Carry out administrative tasks in an efficient manner to contribute to the smooth running of the office, including ordering stationery and hospitality supplies, taking messages and distributing post.
- Support the whole team more broadly by assisting in the delivery of programme meetings and events when needed. This would involve tasks such as meeting room set up, meet and greet of Members and Embassy officials and attending and assisting with evening thematic events and receptions.



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The following areas of work are broadly illustrative and are not intended to be exhaustive, nor exclusive and other tasks, as directed, can be expected in accordance with the operational needs of the BGIPU:

- Provide support for BGIPU governance mechanisms by arranging meetings of the Officers and Executive Committee of the Group, including taking minutes and collating necessary papers.
- Draft official correspondence including letters to new Peers and Members.
- Arrange, confirm and record appointments in the office calendar.
- Collect and distribute incoming mail and emails to the generic team address.
- Answer incoming calls and take messages.
- Maintain stocks of stationery, printed materials, kitchen, office and hospitality supplies.
- Ensure office machinery, equipment and furniture are in appropriate working order by replenishing consumables and reporting any malfunctions to the department(s) concerned and arranging replacement where necessary.
- In cooperation with the Finance and Administration Manager, regularly check the health & safety in the office to make sure staff are working in a safe and comfortable environment.
- Take and confirm bookings of the IPU Room in accordance with the rules of booking and under the supervision of the Director.
- Administer APPG requests for financial assistance in accordance with rules and procedures.
- Provide support for BGIPU visits, activities and events and other duties as directed.

## Skills and Attributes

The following skills and attributes will be expected of the jobholder:

- Ability to work well both collaboratively in a small team and independently as required, and to prioritise and plan own workload to meet strict deadlines.
- Ability to take accurate minutes of meetings.
- Must be numerate and have proven general administration skills to a high standard of competence, accuracy and presentation.
- Must be competent in the use of office IT, including Outlook, Excel, Word and PowerPoint applications and confident in the use of social media in the workplace.
- Excellent written, oral and inter-personal skills and a demonstrated ability to communicate effectively with people from a wide variety of political background and nationality both in person and by telephone.
- Strict political impartiality to conform with the cross-party, apolitical status of the BGIPU.

## Additional requirements of the job

- Educated to undergraduate degree level or equivalent work experience.
- Familiarity with the workings of Parliament or similar institutions and broad interest in international relations issues would be an advantage.
- The ability to speak, read and write in a language other than English is also desirable, but not essential.



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- The jobholder will be required to work occasionally outside normal office hours (mainly in the evening or weekends), compensated when approved by access to time off in lieu (TOIL).

The regular place of work will be in the BGIPU Secretariat offices on the Sixth Floor of Millbank House, 1 Millbank, Westminster, the IPU Room off Westminster Hall or any other place in the Parliamentary Estate. Access to flexible working, including limited work from home provisions, are available subject to operational requirements.

## Application requirements

Interested applicants should provide a CV and a covering letter of no more than 2 x A4 pages covering relevant qualifications, experience and demonstrating they possess the required skills and attributes as indicated in the job description. Applications should be sent to the Finance and Administration Manager, Ms Gabriella Liberotti-Harrison by email as follows: [liberottig@parliament.uk](mailto:liberottig@parliament.uk) by **19 March 2023**.

Any queries about the position should also be addressed to the same email address above. Interviews are expected to be held in early April for commencement of employment during May 2023, subject to relevant notice periods and successful security clearance. On previous experience, this vacancy will attract a very competitive field of highly qualified candidates. BGIPU will endeavor to reply to all applicants promptly as we work through the process, but if you have not heard back from us by mid-April, you can assume you have not been successful on this occasion.

5 March 2023