

Office Manager / Senior Case Worker

Full time role, based in Inverness

Salary range £31,000 - £36,000 depending on experience

Roles and responsibilities of Office Manager/Senior Case Worker

- Supporting Angus by leading a busy constituency office, the Office Manager will report to the Chief of Staff and work closely with other members of the team.
- Manage office budgets, keeping the MP informed of relevant financial matters and liaising with Independent Parliamentary Standards Authority (IPSA).
- Lead and maintain a highly professional administrative support function.
- Manage an office team, ensuring accurate personnel records are kept and notifying IPSA of contractual changes.
- Overall management of the MP's diary commitments, delegating tasks to others as appropriate.
- Liaise with groups/personnel on the MP's behalf.
- Have final sign-off on all relevant delegated areas from the MP, e.g. constituent correspondence.
- Plan the MP's internal communications and external stakeholder engagement, providing strategic advice on constituent matters on behalf of the MP where appropriate.
- Support and manage the recruitment of staff for the MP's office.
- Deal with security matters, keep abreast of security guidance, liaise with external bodies as appropriate.
- Conduct parliamentary research as required.
- Take ownership of certain casework, ensuring that each case is dealt with promptly, sensitively, accurately and confidentially.

Essential skills

- Previous experience running a busy office and managing a team.
- Excellent organisational skills and ability to prioritise a demanding workload to meet strict deadlines.
- Proficiency in IT (Microsoft suite) and able to learn to use new systems.
- Excellent written and verbal communication skills.
- Good interpersonal skills, with the ability to handle challenging situations.
- Able to work independently and as part of a small team.
- Strong awareness and understanding of current political issues.
- Supportive and sympathetic of Liberal Democrat values.
- Aware of issues in Scotland and the West Highlands.

**Apply in writing with a letter and CV to andrew@glen2glen.com
Application deadline Monday 29th July 2024.**