**Job vacancy: CPT Scotland Administrator**

The Confederation of Passenger Transport (CPT) UK is recognised by government as the voice of the bus and coach industry and the consultative body on legislative and operational matters affecting the industry.  CPT Scotland is responsible for engaging with decision makers, policy officials, and CPT members on all devolved transport policy matters.

* Contract: Permanent
* Location: Home based while Covid restricts a return to office working. A hybrid model of home and office working is possible
* Working Hours: 35 hours per week
* Salary: £23k
* Closing date: 23:59 on Friday 13th August 2021

**The Role**

Can you help us deliver an excellent service to our members? We are looking for an Administrator to support the work of CPT Scotland’s Director and Public Affairs Manager as we build and promote the case for a supportive policy framework for the bus and coach sector in Scotland.

The role of the Administrator is to ensure the proper functioning of CPT Scotland. In short, you will facilitate member meetings, ensure a record of events and meetings are kept, formulate newsletters, contribute to our social media output, and potentially grow your experience of political monitoring, public affairs work, and member engagement due to the hands-on nature of working in a small team.

The Administrator will liaise with the CPT Scotland Director and Public Affairs Manager, the coach and bus operators that make up our membership and our external stakeholders to help support our work and grow the profile of the organisation in Scotland.

You will also play a key role in referring CPT Scotland members to the appropriate point of contact when they make contact via various channels including telephone, email, and social media. Enquiries will include information about policy, operational issues, CPT services, events and meetings or enquiries about joining the organisation.

The role will be home-based initially before the introduction of a hybrid working pattern once we are able to return to work. Our office is based in central Edinburgh. Travel to attend meetings across Scotland may be required although a drivers licence is not a pre-requisite for this position.

**About You**

You will be exceptionally well organised and enjoy working as part of a small team.  Your communication skills, both verbal and written, will be well developed and you should be confident in your ability to be proactive and use your initiative.

Knowledge of the transport sector isn’t an essential requirement and you will not be expected to give operational support to our members. However, you should be able to demonstrate an ability to develop a good grasp of the issues facing the bus and coach sectors in Scotland and the general business environment in which our members operate.

Interested applicants should submit their CV and a covering letter outlining what has attracted them to this position and what they could bring to it.

**Job Description and Person Specification**

* **Role:** Administrator (Scotland)
* **Location:**  Home and office based (central Edinburgh)
* **Reports to:**  Director of CPT Scotland

**Role Purpose:**

* Provide administrative support to the CPT Scotland Director and Public Affairs Manager
* To develop and maintain contacts with Members in Scotland
* To assist in the organisation and arrangements of events for CPT Scotland
* To oversee our newsletters and social media presence in Scotland
* To monitor and report on issues of relevance to bus and coach operators in Scotland

**Key Tasks and Responsibilities**

* Organise and facilitate meetings with key internal and external groups, including preparing agendas, minuting meetings and ensuring that matters arising are actioned
* Manage CPT Scotland’s circulation lists in line with GDPR
* Assist in the provision of information, advice and assistance to members and ensure that all enquiries are dealt with effectively and efficiently.
* Input into CPT Scotland’s and CPT UK’s social media presence
* Deliver briefings to members on matters which may affect or be of interest to them.
* To process and disseminate all relevant information from the Scottish Government and associated bodies.
* Draft papers contributing to CPT Scotland policy.
* Provide information to CPT UK London Office, as and when required.
* Undertake any other duties and responsibilities commensurate with the level and responsibilities of the post.
* Work in harmony with all colleagues and communicate in an open and courteous manner with colleagues and members.
* Actively and continuously review all work-related activities and suggest improvements.
* Work in accordance with company policies and procedures.

**Person Specification:**

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| --- | --- | --- |
| **Criteria/Attributes** | **Essential/Important** | **Desirable** |
| **Qualifications or standard of Education** | Highers or equivalent standard of education | Degree or equivalent standard of education |
| **Skills/Competencies****(Technical & Behavioural)** | Excellent communication skills: both verbal and written.Strong organisational skills: self and others.Computer literate and familiarity with all MS Office packages. | Familiarity with social media |
| **Knowledge** | Knowledge of membership organisations | An understanding of the transport sector |
| **Experience** |  | Worked in a similar field and/or role; Worked previously in, or have an interest in, the transport industry. |
| **Special Attributes** | Able to work independently: be a self-starter, as well as part of a team; Able to interact with a wide variety of people/groups. |   |
| **General** | Willing to work outside of contractual hours on an occasional basis. Willing to travel (throughout Scotland but potentially occasionally to London). |  |

**How to Apply:**

All applications should include a recent CV and a covering letter and should be sent to:

**Email:** paul.white@cpt-uk.org

Interviews for the position will be held online during August 2021

**Equality, diversity and inclusion**

CPT is committed to reducing inequality, valuing diversity and enabling inclusion.  We welcome applications from people with the appropriate skills from all parts of the community.

**Application Advice**

An application is your opportunity to tell us why we should interview you. It's an excellent opportunity for you to create a good impression.

Make sure that you:

* Tailor your answers to the specific job description and criteria in the person specification. Give real-life examples to demonstrate how you match the criteria.
* You will only be shortlisted if you meet the essential requirements of the person specification. The decision to shortlist you for an interview will be solely based on the information you provide in your application form.
* Keep your information relevant, concise, and factual.
* If the job is in a different sector from your previous experience, highlight transferable skills and draw links between the two.
* Always check your spelling and grammar.

Good luck!