**ANNEX A**

**CPT SCOTLAND ADMINISTRATION AND EVENTS OFFICER**

**Business Unit:** CPT Scotland

**Reports to:** Director, CPT Scotland

**Place of work:** 2 Walker Street, Edinburgh, EH3 7LA. A hybrid model of home and office working is possible

**Job 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 management 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

**Working at CPT**

Our values matter to us. They help us achieve what our members have asked us to and deliver our very best both individually and as an organisation. We are:

* ambitious to make things better for the passengers our industry serves
* inclusive in seeking out different perspectives and
* always there when our members need us.

We ask every colleague to live these values as part of their role and ask managers to enable their teams to do so.

**Tasks and results**

| **Key tasks** |
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| Organise and facilitate meetings with key internal and external groups, including preparing agendas, minuting meetings, and ensuring that matters arising are actioned |
| Lead on the administrative aspects of events planning, organisation, and delivery |
| 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 relevant information from the Scottish Government and associated bodies. |
| Provide information to CPT UK London Office as and when required. |
| In common with the entire CPT team:* Undertake any other duties and responsibilities commensurate with the level and responsibilities of the post.
* Work in harmony with colleagues and members, communicating in an open and courteous manner.
* Actively and continuously review all work related activities and suggest areas for improvement.
* Follow all relevant Company policies and procedures.
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**Person specification**

| **Criteria** | **Essential** | **Desirable** |
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| Qualifications | * Highers or equivalent standard of education
 | * Degree or equivalent standard of education
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| Technical competencies | * 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
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| Experience |  | * Worked in a similar field and/or role.
* Worked previously in, or have an interest in, the transport industry.
* Familiarity with events organisation.
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| Knowledge | * Knowledge of membership organisations
 | An understanding of the transport sector |
| Special Attributes | * A demonstrable ability to work to CPT’s values
* 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.
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