**CPT SCOTLAND ADMINISTRATION MANAGER**

**Salary**

£25k

**Role Description**

Can you help us deliver an excellent service to our members? We are looking for an Administration Manager 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 CPT Scotland Administration Manager 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 CPT Scotland Administration Manager 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 allows for a hybrid working pattern. Our office is based in central Edinburgh. Travel to attend meetings across Scotland may be required.

**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.

Ideally, you will have some experience of events organisation and management. CPT Scotland holds a number of member meetings and an annual conference for around 150 delegates. An understanding of how to handle administration of events of this size would be very useful.

A fuller list of key tasks and person specifications is attached below as Annex A. 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.

**How to Apply**

All applications should include a recent CV and a covering letter and should be sent to paul.white@cpt-uk.org

**The closing date for applications is the 20th January and interviews for the position will be held shortly after.**

**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!

**CPT SCOTLAND ADMINISTRATION MANAGER**

**ANNEX A**

**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 oversee our newsletters and social media presence in Scotland
* To monitor and report on issues of relevance to bus and coach operators in Scotland
* To assist in the organisation and management of events for CPT 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** |
| --- | --- | --- |
| 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
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| 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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