



Job Description: Part-time Administrative Assistant

Job Title	Part-time Administrative Assistant.
Reports to	Executive Secretary.
Working hours	18 hours.
Salary	£30,769 p.a. - £15,384 (basic, pro-rata), exempt of the United Kingdom income tax.
Length of contract	Initial period of 3 years (subject to successful completion of a probationary period).
Terms of Service and Remuneration	As set out in the Commission's Staff Regulations (Agreement 2000-14, available on the OSPAR website). Further details on the allowances which may be payable are also contained in the Commission's Staff Regulations.
Location	OSPAR Secretariat's offices, City of London, with some possibility of home working.
Summary of Role	This is a new post within the Secretariat to provide greater administrative capacity within the team and in particular to support the Human Resources and Finance (HR&F) Officer. In addition, the post will cover general administrative functions within the Secretariat to support OSPAR's Deputy Secretaries and other assistants in delivering OSPAR's work, including practical organisational aspects.
Key Roles and Responsibilities	<ul style="list-style-type: none"> • Checking budgets, payroll issues and other finance related work • Formatting and uploading documents – meeting documents; • Making travel arrangements; • VAT returns; • Chasing missing invoices for credit card; • Stationery orders; • Answering telephone; and • General office duties.
Skills and experience	<ul style="list-style-type: none"> • Self-starting and motivated; • Team-orientated skills and an ability to “muck in” • Excellent organisational skills and flexibility in prioritising different tasks; • Excellent verbal and written communication skills; • Good knowledge of Microsoft office software (especially Word and Excel); • Experience of payroll/budget issues (knowledge of Sage software would be an advantage); and • Language ability – bilingual (English/French) and international experience, would be advantages but are not essential.



Who can apply	Nationals of the Contracting Parties to the OSPAR Convention and nationals of any Member State of the European Union.
How to apply	By email entitled “Part Time Administrative Assistant” to the Executive Secretary at secretariat@ospar.org , enclosing a covering letter and a CV. All applications will be acknowledged by email. If an acknowledgement is not received, within a few days, please contact the Secretariat.
Closing date for applications	31 December 2021.
Starting date	As soon as the successful candidate is available.
OSPAR Privacy Policy	Applicants’ data will be handled in line with the OSPAR Privacy Policy, https://www.ospar.org/privacy .

About the OSPAR Commission

The OSPAR Commission is an international intergovernmental organisation established to protect the marine environment in the North-East Atlantic Ocean. It consists of representatives of the Contracting Parties: Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, the United Kingdom of Great Britain and Northern Ireland and the European Union. The Commission is administered by a Secretariat based in central London, which also supports a sister organisation, the Bonn Agreement.

The Secretariat consists of an Executive Secretary, four Deputy Secretaries and seven administrative assistants (including this post). The working languages are English and French.

The OSPAR Commission has a challenging and dynamic role, working with its Contracting Parties to understand the changing environment and uses of the North-East Atlantic, and then planning and agreeing policies to help in its conservation and protection. The work of the Commission is of an international nature, involving cooperation and negotiation between the Commission’s sixteen Contracting Parties. The responsibilities of the Secretariat team focuses on supporting the Commission’s work. This includes guidance to the representatives of the Parties, preparation of, and assistance at, the meetings of the Commission, its Committees and working groups, the preparation of reports and documents for these meetings, the general secretarial duties connected with the smooth running of the Commission’s activities and relations with the public, the media and intergovernmental and non-governmental organisations.

Further information about the OSPAR Commission can be obtained from the Commission’s website at www.ospar.org

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