# PACTS Administrative Officer (Part-Time, Contract)

## Job Description

September 2026

### Summary

The Parliamentary Advisory Council for Transport Safety (PACTS) seeks to hire an Administrative Support Officer on a part-time contract basis (6 months, with the possibility of extending). This role is subject to funding and interviews will be held once funding is confirmed.

This is a critical role to supporting our Exec team in an administrative capacity and in enabling the wider PACTS team to focus on core functions and ensuring we maintain our high standards of service.

- Location: Home-based, with monthly office visits (central London)
- Salary: £14.80 per hour + 10% employer pension contribution
- Hours: 16 hours per week spread across the week (minimum of 3 days) between 9 am to 5 pm
- Leave: Pro rata based on 25 days for a full-time working per annum plus bank holidays
- Contract period: 6 months with possibility of extending subject to funding

### About PACTS

The Parliamentary Advisory Council for Transport Safety (PACTS) is a registered charity. It supports the All-Party Parliamentary Group for Transport Safety. Its charitable objective is “To protect human life through the promotion of transport safety for the public benefit”.

Its aim is to advise and inform members of the House of Commons and of the House of Lords on air, rail, and road safety issues. It brings together safety professionals and legislators to identify research-based solutions to transport safety problems with regard to cost, effectiveness, achievability, and acceptability. In recent years, it has paid increasing attention to the links between transport safety, sustainability, and public health.

PACTS brings together transport safety specialists from the public, private, research and professional fields to advise and inform Parliamentarians, Government and civil servants on road, rail, and aviation safety issues. Its income comes from members' subscriptions (over 120 organisations), sponsorship, research grants, conferences, and events. PACTS normally holds two conferences a year and the Westminster Transport Safety Lecture. PACTS also organises ad hoc seminars, briefings or similar events. It has working parties on road, rail and aviation safety, which provide specialist technical expertise to the organisation.

PACTS undertakes a variety of research. This includes short briefing papers, consultation responses and substantial research projects. It may do this in-house, in collaboration with partners, or contract it out. For recent publications, see News & Publications Archive | PACTS

**The post**

The post involves the following main tasks:

1. Scheduling and Diary Management
    - Coordinating and scheduling meetings and appointments.
    - Diary management for the broader team.
    - Handling communication streams, including emails, phone calls, and general inquiries.

2. Event Planning and Coordination
    - Drafting meeting agendas and minutes.
    - Assisting with organising PACTS events such as conferences and Westminster lectures.
    - Draft and distribute written records of these events.

3. General Administrative Support
    - Arranging work-related travel and accommodations.
    - Assisting the finance officer with administrative tasks.
    - Other related tasks as and when required.

The work programme will be agreed in advance at regular meetings.

The Administrative Support Officer will report to the PACTS Project Manager. Team working with other PACTS staff will be required.

**Requirements**

To fill this post, we are looking for someone with evidence of the following:

Qualifications

- Relevant qualification in Business Administration, Management, or related fields is preferred but not essential.

Essential capabilities

- Proven experience in an administrative or office management role.
- Outstanding organisational skills and attention to detail.
- Excellent communication skills – both written and verbal.
- Proficiency in MS Office (Word, Excel, PPT, and Outlook).
- Ability to multitask and prioritise work based on business needs.
- Ability to work unsupervised and demonstrate initiative.
- Flexibility in roles and responsibilities as business demands evolve.
- Good organisational skills and Excellent at working to deadlines.
- Enthusiasm and the ability to take a key role in an organisation with a small staff.
- A willingness to be flexible in roles and responsibilities.

Desirable

- Knowledge of PACTS and its operations.
- Experience in event planning and coordination.

**Hours**

The position requires 16 hours of work per week spanning a minimum of three days. Flexibility in work schedules, including remote working, can be discussed. Monthly office visits will be required and occasional attendance to assist at PACTS events.

**To apply**

To apply, please send

- A short cover letter explaining your ability to meet the requirements listed above;
- Your current CV;
- Any relevant administrative or organisational project you've managed or been a part of – a maximum of 4 pages.
- Contact details of two references

Remember to include your postal and e-mail addresses and phone number, for contact purposes.

Please send this to Jamie Hassall, Executive Director, at admin@pacts.org.uk

**Closing Date: TBD**

**Start date:** Interviews will be held once the funding for this role is secured, with the position to start soon after.

Please note that we cannot guarantee to acknowledge receipt of applications. Those not contacted by the interview date should assume they were unsuccessful.

**Access**

We are committed to making our recruitment process fair, accessible and inclusive, so that everyone has the opportunity to perform at their best. We will make reasonable adjustments to our recruitment process where a candidate with a visible or non-visible disability would otherwise be substantially disadvantaged. If you need an adjustment or support at any stage of the recruitment process, please let us know.

**Further information**

More details about PACTS can be found at: www.pacts.org.uk