

PACTS Administrative Officer (Part-Time) – Job Description

September 2023

Summary

The Parliamentary Advisory Council for Transport Safety (PACTS) seeks to hire a Part-Time Administrative Officer, a critical role to support our growing operations and membership base. This role is fundamental in streamlining our operations, enabling the team to focus on core functions and ensuring we maintain our high standards of service.

- Location: Westminster or home-based with office visits
- Salary: £27K - £33K full time equivalent dependent on experience (£13.5K to £16.5k based on 20hrs per week) + 10% employer pension contribution
- Hours: 20 hours per week spread across the week 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: 18 months with an option to extend by agreement.

Occasional evening work (mainly travel or events) may be required.

About PACTS

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

PACTS advises and informs members of the House of Commons and House of Lords on air, rail, and road safety issues. The organisation 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, PACTS 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. Our 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 various research, including 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.
 - Reserving desks and meeting rooms at the PACTS office.
2. Communication Management
 - Handling communication streams, including emails, phone calls, and general inquiries.
 - Handling attendees lists for Working Party and Council of Members meetings and overseeing bulk correspondence related to these events.
 - Administering meetings, including project partner discussions and research interviews.
3. Data and Record Maintenance
 - Digitising old reports, listing publications, and other file management tasks.
 - Data entry, record-keeping, and comprehensive file management.
 - Drafting meeting agendas and minutes.
4. Event Planning and Coordination
 - Assisting with overseeing and organising conferences and Westminster lectures.
 - Coordinating and managing in-person PACTS member's events – including Council of Members, Working Party, and Board meetings
 - Draft and distribute meeting minutes.
5. 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 Officer will report to the PACTS Executive Director. 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 field.

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 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 capabilities

- Knowledge of PACTS and its operations.
- Experience in event planning and coordination.
- Familiarity with CRM systems.

Hours

The position requires 20 hours of work per week. Flexibility in work schedules, including remote working, can be discussed. Regular office visits will be required, and occasional attendance to assist at external PACTS events around the UK.

To apply

To apply, please send

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

Remember to include your phone number and postal and email addresses for contact purposes.

Applications should be addressed to Jamie Hassall, Executive Director, at jamie.hassall@pacts.org.uk

Application Closing Date: Sunday, 24th September 2023

Interview Date: Interviews will be held on **Wednesday, 4th October 2023**. References may be taken up in advance.

Start date: This will be subject to negotiation. The post is available from November 2023.

Please note that we cannot guarantee to acknowledge receipt of applications.

Access:

The PACTS offices are currently located on the ground floor – no steps.

Further information:

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

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