

Scottish Youth Parliament



Job Description

Job Title	Executive Assistant
Reports to:	Chief Executive
Salary:	£14 per hour
Grade:	Assistant
Direct Reports:	None
Location:	Working between the SYP Office and hybrid.
Contract:	Fixed term until 31 st March 2025 (with the possibility of extension)
	10 hours per week:
Working Hours:	Over three mornings or afternoons per week, Tuesday, Wednesday and Thursday
	Or
	Over 2 days, Tuesdays and Thursdays

About us:

SYP provides a national platform for young people to discuss the issues that are important to them, and campaign for changes to the nation that they live in. We support our members in their work by training them, supporting their personal development, and empowering them, using a youth work ethos.

About the role:

This is a new role which will be key to SYP developing our new strategy by helping to create capacity within the Senior Management Team. This role requires administrative expertise, interpersonal skills, and strategic thinking to support SYP's Senior Management Team effectively. If you're passionate about creating impact behind the scenes and enabling leaders to succeed, this position offers a great opportunity.

What you'll be doing day to day

- Supporting the CEO and the Senior Management Team with administrative support, which includes:
 - **Answering and directing external enquiries** as appropriate.
 - **Calendar Management** - to coordinate meetings, appointments, and travel arrangements.
 - **General admin duties**, including meeting coordination, diary management, and logistics.
 - **Meeting Coordination:** Prepare agendas, take meeting notes, and follow up on action items to ensure deliverables are met.
 - **Note taking and minute taking/transcribing** and collation of board papers.
 - **Booking travel and accommodation** as required.
 - **Confidentiality:** Handle sensitive information with confidentiality

What relationship

- The Chief Executive, Senior Management Team and wider staff team

you will grow and develop

- MSYPs and the Board of Trustees
- Senior Managers at national organisations in the youth work, public affairs, and children's rights sectors.
- External stakeholders, including the Scottish Government, Scottish Parliament, suppliers, and other partners.

The ideal candidate will demonstrate these skills and experience:

- Demonstrate knowledge and ability to hold appropriate discussions with stakeholders and effectively communicates with colleagues and listens to different points of view and understands them.
- Actively listens and considers the views and actions of others and helps to create an exciting and encouraging team environment where colleagues feel uplifted and listened to.
- Networks internally across departments.
- Generates and responds positively to new ideas.
- Demonstrates ownership over work and ad hoc opportunities.
- Shares knowledge by delivering training to wider SYP Team.
- Takes on learning opportunities and shows learning in the work they do.

What you should expect from us

The Scottish Youth Parliament (SYP) offers a range of benefits to employees as part of our commitment to make SYP the best place to work and to motivate our staff to ensure that MSYPs are best supported to represent young people in Scotland. Please find out more about what it's like to work at SYP here: <https://syp.org.uk/vacancy/working-at-the-scottish-youth-parliament>

For more information or if you have any questions about the recruitment process, please email recruitment@syp.org.uk

This document does not provide a complete definition of the job, and the document's purpose is to be used as a guide.