

**Reference:**

**Date Added:30/09/2020**

**Closing Date:12/10/2020**

**Job Title: ASSISTANT CASEWORKER**

**Working for: Sarah Boyack Labour MSP for Lothian**

**Salary: Salary: £22,266 - £27,228 (Pro rata)**

**Job details**

This is a part time post, hours to be agreed, to work with the Sarah Boyack MSP Labour Member for Lothian to support her parliamentary work by helping process constituents’ correspondence, campaigns and petitions. The job will be based in Sarah’s office in the Scottish Parliament.

**Duties and Responsibilities**

* Dealing with general public enquiries;
* Dealing with casework effectively and efficiently and investigating and responding to issues raised through correspondence, telephone calls, emails and surgeries;
* Establishing and maintaining policy resource files;
* Maintaining an electronic and manual filing system. Associating previous papers with current correspondence and extracting document on request;
* Conducting basic research and surveys;
* Responding to constituents’ campaigns and petitions
* Tracking the responses to constituents and ensuring all enquiries are answered within the agreed timescale;
* Maintaining the casework tracking system and ensuring it’s up to date;
* Typing of correspondence and reports as required;
* Arranging and advertising of surgeries;
* Administrative work as directed;
* Working in a flexible and confidential manner at all times and as part of a team

Applicants should submit a C.V. with accompanying supporting statement of no more than one page demonstrating why you have the skills for the role to Sarah by email at Sarah.Boyack.MSP@Parliament.Scot

As an employer Sarah is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in our employment practices.