



Napo is a small trade union and professional association providing a range of services to our members in the Probation Service and Family Court sectors across England, Northern Ireland and Wales. It employs 13 staff and is currently recruiting to the following post.

### **Administrator to the General Secretary and Trade Union Organisation**

**Salary: £31,416 to £34,670 pa exclusive of London Allowance (£4,729 pa).**

The main duties of the post are to provide administrative support to

- The General Secretary, assisting in her/his work in the following areas: National Executive Committee administration, elections/balloting, negotiation, representation, information to members, conferences, seminars and courses, liaison with the Trade Union Congress, liaison with Napo's Officers, committee structures, branches, probation employers, HMPPS, Cafcass, PBNI and others as appropriate.
- The National Official (Trade Union Organisation and AGM), assisting in her/his work in the following areas: administration concerning the Annual General Meeting; administration of Committees/Networks including Trade Union Organisation.

The successful candidate will have a demonstrated track record within the trade union movement and must be able to communicate clearly and prioritise workloads effectively in order to meet deadlines.

We would like the successful candidate to commence work as soon as possible, subject to availability and satisfactory references.

Location: Remote working / Hybrid working.

**Closing date: 25<sup>th</sup> January 2023 (12 Noon)**  
**Interviews: w/c 6<sup>th</sup> February 2023**

For an information pack and application form please email:

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Napo is working towards being an equal opportunities employer.