

**JOB SPECIFICATION**

**JOB TITLE:** Junior Political Officer

**DEPARTMENT:** Gibraltar House in London

**RESPONSIBLE TO:** UK representative Head of Gibraltar and the Executive Director of Gibraltar House

**The main duties and responsibilities of the post are:**

**ROLE SUMMARY**

This position supports the work of Gibraltar House in London, a small, high-energy team that frequently operates to tight deadlines and manages high-profile engagements. The successful candidate must be flexible, proactive, and able to handle confidential information with discretion. The role may require work outside standard office hours.

**KEY RESPONSIBILITIES**

1. Work under the direction of the UK representative Head of Gibraltar House and the Executive Director of Gibraltar House.
2. Conduct research and prepare information, briefs, and reports as assigned.
3. Assist with the day-to-day responsibilities, including diary management and support during meetings.
4. Support the organisation and delivery of events such as:
  - Party conferences
  - Political engagements
  - Receptions and functions hosted at Gibraltar House
5. Attend external conferences, exhibitions, and functions, representing and supporting Gibraltar's presence.
6. Assist with general office administration, including:
  - Answering calls and handling messages
  - Coordinating logistics
  - Maintaining office systems
7. Take minutes at meetings and produce accurate summaries and written briefs.
8. Undertake building-related duties when required, including:
  - Supporting absent staff
  - Managing access and receiving visitors
  - Checking the security and upkeep of the premises
9. Respond to unexpected challenges and changing priorities in a fast-paced environment

## **GENERAL EXPECTATIONS**

Gibraltar House operates as a close-knit team; therefore, all staff must be prepared to support colleagues across a broad range of tasks as workload and circumstances require. A high degree of professionalism, adaptability, and reliability is essential, along with the ability to always maintain confidentiality and exercise sound judgment.

**PERSON SPECIFICATION**  
**JUNIOR POLITICAL OFFICER**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications:</b>	Five GCSE (or GCE 'O' LEVEL) passes at A, B or C, or CSE grade 1, two of which must be in English Language and Mathematics.	Relevant accredited qualifications at degree level or higher.
<b>Knowledge:</b>		Knowledge of Government Accounting Procedures, Accounting Instructions, General Orders and other Government Regulations.
<b>Experience:</b>	Administrative experience – must be conversant with Microsoft Word, Excel and basic Access programs	
<b>Key Skills and Behaviours:</b>	<p>Computer literacy in dealing with standard MS Word, data processing and spreadsheets.</p> <p>Good communication skills, both verbal and written.</p> <p>Good mathematical and analytical skills.</p> <p>Ability to plan and prioritise tasks and work under relative pressure to meet deadlines.</p> <p>Good organisational skills.</p> <p>Ability to work methodically, accurately and with attention to detail.</p> <p>Ability to work well in a team environment, on own initiative and on occasions without close supervision.</p> <p>Ability to be discreet, professional and respectful at all times.</p> <p>Ability to follow clearly defined work procedures.</p> <p>Willingness to take on responsibility and be discreet when dealing with confidential information.</p> <p>Possess logical thought of action.</p>	Possess the ability to make sound decisions and have sound judgement.
<b>Other Requirements:</b>	Applicants must be confirmed in their respective appointments.	Available to work, on occasions, as required, after normal working hours.

Note: The above list is not exhaustive and other duties commensurate with the general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.