

Corporate Services Officer

Working in the Corporate Services Team



Location: London

Full-time, Permanent

Salary: £22,940 (plus access to civil service pension arrangements)

Passenger Focus is the independent passenger watchdog. Our mission is to get the best deal for passengers. With a strong emphasis on evidence-based campaigning and research, we ensure that we know what is happening on the ground. We use our knowledge to influence decisions on behalf of passengers and we work with the industry, passenger groups and government to secure journey improvements.

This is an exciting opportunity for an individual who is looking for a challenging role that requires initiative and the ability to understand the company strategic direction and how their own actions can influence this. Reporting to the Head of Corporate Services you will be responsible for providing administrative support for the board and its committees. In particular, **generating high quality minutes of meetings within agreed team deadlines**, scheduling and planning meetings through communication with colleagues and board members and assisting colleagues on the team deliver corporate governance support to the organisation. You will also represent the team on the Connect Governance Group website.

The successful candidate should possess a minimum of 'C' grades in both English and Maths GCSE (or equivalent) and be educated to A level (or equivalent), along with some work experience of a similar nature.

You should have outstanding verbal and written communication skills and an eye for detail which means that you can understand and pro-actively monitor plans and anticipate tasks to ensure deadlines are achieved. You need to be able to work under your own initiative, prioritise your workload to manage your time effectively, and think around issues with minimum supervision. A strategic mindset is important in order to assist the Corporate Services team in managing the information flow effectively and you should have an influential communication style which allows you to build relationships with individuals at a variety of levels. Experience in corporate governance, servicing board level meetings and proven analytical skills would be an advantage.

Contact details:

If you feel you have the skills and qualities to fulfil this role, please e-mail your CV and covering letter to rachel.ward@reedglobal.com. You will need to ensure that your CV application clearly demonstrates experience that directly reflects the skills, competencies and demands of the role. A copy of the job description can be found on our website: www.passengerfocus.org.uk. All applications will be treated in the strictest confidence.

Closing date for applications is Thursday 11 February 2010 and assessments will take place at the beginning of March.