



London TravelWatch is the consumer watchdog for transport users in and around the capital and we are now looking for someone to join our team as

Diary Secretary
Part-time 18 hours pw
(6 month contract with possible extension)
Salary: £25,002 pa (pro rata)

Our busy Chair and Chief Executive are seeking a part-time diary secretary to help them plan and manage their diaries efficiently. Throughout the year they meet regularly with senior staff and members from organisations such as Transport for London, the Greater London Authority, the Department for Transport and various train operating companies to promote the needs of passengers. Organising these meetings and providing secretarial support to the Chair and Chief Executive will be the key focus of the post but, as time permits, you will also help to update corporate information documents and work collaboratively with other staff to help provide administrative cover elsewhere in the organisation.

You will be organised, efficient and discreet, with excellent communication skills, and able to act on your own initiative. Experience of a similar post is desirable but not essential, provided that you can demonstrate that you have the required skills and general experience to carry out the work.

To apply, please visit our website: www.londontravelwatch.org.uk/vacancies.php or email vacancies@londontravelwatch.org.uk

Alternatively, telephone 020 7726 9983 or write to London TravelWatch, 6 Middle Street, London, EC1A 7JA.

Closing date for applications: 18th February 2010

Interviews will take place on: 25th February 2010

We particularly welcome applications from people from black and ethnic minority communities who are under represented in the organisation.



INVESTOR IN PEOPLE