



**Join us and help put passengers first.**

London TravelWatch is the statutory watchdog for transport users in and around the capital. We champion their interests through representation, consultation, investigation, monitoring and by taking every opportunity to press for a better travel experience for all.

## **Committee & Public Liaison Officer**

**Starting salary: circa £30k**

**Benefits: season ticket loan, pension, flexi-time, bike scheme**

We are looking for a highly organised individual to clerk meetings and provide administrative support to our Board to enable it to function effectively. You will also be responsible for arranging meetings and events and helping to ensure that the organisation communicates effectively with internal and external stakeholders.

You will have an awareness of the political environment within which London TravelWatch operates, its statutory framework and constitutional terms of reference as well as the principles and practice of organisational governance.

To succeed you will need to be an experienced and highly effective communicator providing professional support to members and staff. Able to work under pressure and to tight deadlines, you will be skilled at developing effective working relationships with colleagues inside and outside London TravelWatch.

To apply, please visit our website [www.londontravelwatch.org.uk/vacancies](http://www.londontravelwatch.org.uk/vacancies) or email [vacancies@londontravelwatch.org.uk](mailto:vacancies@londontravelwatch.org.uk) Alternatively, telephone 020 3176 2999 or write to Operations Support Assistant, London TravelWatch, 169 Union Street, London SE1 0LL, quoting job reference PO/LTW. (Please note we will not accept CV's - only completed application forms will be considered).

Closing date for all applications: 13/04/18

Interview date: week commencing 16/04/18

**We welcome applications from all sections of London's diverse community**

