

Mayor's Correspondence Officer



Hours: 37 hours per week
Contract: Permanent
Salary: £29,174 - £31,895 per annum
Head office: Sheffield

The South Yorkshire Mayoral Combined Authority (MCA) brings together the local authorities of Barnsley, Doncaster, Rotherham and Sheffield and the private sector through the Local Enterprise Partnership (LEP). These bodies together serve the communities and businesses of South Yorkshire. From transport to housing, from business growth to skills, the MCA has a great story to tell. We have ambitions to deliver economic growth and prosperity for people, businesses and places across South Yorkshire

This is an exciting and important time to be part of the team working directly with the Mayor to support the delivery of the Mayor's and the Mayoral Combined Authority's priorities. The postholder will have a key role to play in the smooth running of the team through ensuring that correspondence is dealt with in a swift and timely manner

The successful candidate will need to be assertive and confident with the ability to prioritise a busy workload. Excellent communication and written skills and the ability to remain calm and reliable under pressure are also essential. You will need to have a strong administrative background; be detail focused and capable of processing a large volume of correspondence; be well organised in your approach to your daily work; and able to work collaboratively with your team. You will have strong administrative background, detail focused and capable of processing a large volume of correspondence, you are well organised in your approach to your daily work as well as working collaboratively with your team. You will also need to be confident drafting letters, using your established IT skills to meet strict deadlines.

In return, we offer a competitive salary, hybrid working, access to a local Government Pension Scheme and the chance to be part of an organisation where you can really make a difference. Located in a vibrant city centre location, we are well-placed for transport links and encourage employees to take advantage of a range of benefits, including active travel facilities. We believe in a healthy work/life balance.

For further information, or to arrange an informal discussion about the role, please email recruitment@southyorkshire-ca.gov.uk

How to apply

Please apply online at [recruitment](#) or email recruitment@southyorkshire-ca.gov.uk to request an application pack or alternatively call our 24 hour recruitment line on 0114 2211 223

Applications no later than: Monday 22 August 2022
Interviews will take place: Wednesday 31 August 2022

In your application, set out how you meet the essential experience, knowledge and skills needed to fulfil the post, providing clear and real examples, briefly setting out your role within these and the outcome of your actions. Completed applications should be emailed to recruitment@southyorkshire-ca.gov.uk

Discover more about the South Yorkshire Mayoral Combined Authority by visiting <https://southyorkshire-ca.gov.uk>