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CSPA GENERAL SECRETARY ROLE

CSPA is a membership organisation working to maximise the benefits of the Civil Service Pension and promote a better later life for all pensioners.

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We are seeking a new General Secretary to take up this pivotal, lead role in our organisation in Summer/Autumn 2026. You will be an experienced leader with the ability to consolidate and build the culture, reputation and influence of CSPA with a view to sustaining and growing the membership base.

CSPA is uniquely recognised by the Cabinet Office as a stakeholder representing those in receipt of a Civil Service Pension. The GS leads negotiations with Scheme Managers at regular Cabinet Office meetings to ensure members' interests are protected, as well as leading work with Parliamentarians to raise awareness of CSPA and its wider campaigns.

CSPA works alongside partner organisations through Later Life Ambitions, as well as with other organisations including Age UK, Carers UK and Independent Age, to campaign on matters of interest to older people such as the State Pension, Pensioner Taxation, Digital and Social Exclusion, Health and Social Care, and access to Public Transport and suitable Housing.

The position is full-time and the current salary offered is £68,663 per annum on entry, rising to £73,212 after completion of one year's satisfactory service. We offer 30 days of annual leave, plus Bank Holidays and the Christmas closure, as well as a contributory pension scheme.

Please contact CSPA HQ for further information and an application pack by emailing Nadeene.Morris@cspa.co.uk. **The closing date for applications will be 12 noon on Monday 1 June 2026.** Interviews will take place, in person, during the week commencing 15 June 2026, in London.

About you:

You should be able to communicate clearly via a range of methods and media, keeping members, prospective members, external partners and others informed of the work of CSPA through innovative communications, including the use of digital media.

You should be team orientated and approachable, being able to build strong working relationships and a positive work environment at CSPA Head Office,

Civil Service Pensioners Alliance □ Sally Tsoukaris General Secretary
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across the structures of CSPA, and with other partner organisations in the Age Sector.

You will have the ability and a willingness to work with CSPA colleagues on policy issues and collaboratively seek to improve the administration of the Civil Service Pensions, working with the Cabinet Office, Department of Finance (Northern Ireland) and the pension administrators.

Experience of working in a membership organisation, with a track record in successful volunteer engagement, would be an advantage and the successful candidate will have a collaborative leadership style.

The General Secretary works with the Deputy General Secretary and other Officers reporting to, and supporting the work of, the elected CSPA Executive Council and its Sub-Committees.

Prior knowledge of Civil Service and State Pension issues would be an advantage but is not essential.

You will manage our head office team of 10 staff, based in Clapham Junction, and the role would be suited to someone with a hands-on, flexible approach and prior experience of people management.