**CONSTITUENCY CASEWORKER – FULL TIME**

**IPSA PAY SCALE**

Emily Thornberry MP, Labour’s Shadow Foreign Secretary, is looking for a constituency caseworker to be based in her Islington office.

We are hoping to appoint someone with a good understanding of the sort of problems facing Emily’s constituents, a friendly and helpful attitude, and impressive organisational skills.

You would be working with Emily’s office manager and casework team, dealing with enquiries from constituents and providing Emily with the support she needs to run surgeries and local events.

You would assist with the supervision of students and volunteers, and you would also work with Emily’s Westminster team on campaigns and local issues.

This is an interesting and challenging job for someone who is prepared to work hard and learn fast.

**Please download the application pack from my website** [**www.emilythornberry.com**](http://www.emilythornberry.com)**. Only applicants who complete the application form will be considered.**

**Completed application forms should be sent to Frances Simmons on** **simmonsf@parliament.uk** **by Tuesday, January 3rd 2017.**

**Interviews will take place on Saturday, January 7th 2017.**

CONSTITUENCY CASEWORKER – Full Time

**PLEASE RETURN THIS FORM TO:** **simmonsf@parliament.uk**

**FORMS MUST BE RECEIVED BY: Tuesday 3rd Janaury 2017**

*Please complete all sections of the form as fully as possible. A Job Description, Person Specification and Equal Opportunities Monitoring Form are enclosed.*

# Name :

**Address:**

**Telephone:**

**Email:**

Please provide names, addresses and phone numbers of two referees, one of whom should be your present or most recent employer:

# First Referee Second Referee

**Name: Name:**

**Position: Position:**

**Address: Address:**

**Telephone: Telephone:**

**Email: Email:**

## EDUCATION & TRAINING

### Please give details of courses taken and qualifications acquired

## EMPLOYMENT HISTORY

### Starting with current or most recent employer

## Employer Dates Job Title Duties

***COMMUNITY, VOLUNTARY AND POLITICAL INVOLVEMENT***

**Please give brief details of your involvement in community activities, and any voluntary experience.**

1. ***REASONS FOR APPLYING FOR THIS POST***

Outline your reasons for applying for the post of Constituency Caseworker, and explain how your skills and experience are relevant to this post.

2. CASEWORK EXPERIENCE A – tactics and outcome

Describe a piece of casework you have carried out, outlining the initial problem, the actions you took, and the outcome.

How did you decide what to do in this case?

How did the client feel about the outcome?

3. CASEWORK EXPERIENCE B – what needs to change?

Sometimes it can be very difficult to help a client with a problem, because the law is unhelpful, or because administration is inefficient.

Describe another piece of casework you have carried out:

* What was the initial problem?
* Why was it difficult to help this person?
* What needs to change?
* How could the law or administrative structures be changed to help your client?

4. KEY ISSUES

The good news is that we now have a Labour Mayor of London – and the bad news is that we still have a Tory government, and the UK appears to be set to leave the EU in a couple of years.

In general, the key policy issues for Emily’s constituents are housing, immigration and healthcare. How do you think Emily should approach these issues over the next two years?

5. PRESSURE AND PRIORITIES

What are the challenges presented by an MP’s workload? What sort of decisions do you think you might have to make on priorities, and what tactics would you use to deal with tight deadlines?

EQUAL OPPORTUNITIES MONITORING FORM

Please return this form with your application form. The information given on this form will remain anonymous, and will NOT be considered with your application.

Male/Female

Date of Birth

Do you consider yourself to have a disability?

Ethnic origin

JOB DESCRIPTION – Constituency Caseworker

The Caseworker will mainly be based at my Constituency office, and will liaise with staff in my Parliamentary office. Key tasks:



Hours of work: 37.5 per week. Mainly Monday-Friday office hours, but some weekend and evening work is required. Salary £20,000 - £23,000 according to experience

PERSON SPECIFICATION – Constituency Caseworker

EXPERIENCE - You should have:

* Experience of political or community work
* Casework experience

SKILLS AND ABILITIES - You should be:

* Quick, intelligent and well-organised
* Hard-working, with good political judgement
* Discreet, with a good understanding of confidentiality issues
* Able to manage a large and varied workload
* Able to prioritise and complete tasks on time
* Computer-literate, with knowledge of data-handling and working with websites
* Able to research and draw together information from the internet and other sources, and to produce clear and concise letters and briefings
* Helpful and supportive, with good inter-personal and communication skills
* Able to work unsupervised, on your own initiative, but with a constructive approach to team working
* Willing to support, supervise and train volunteers

UNDERSTANDING AND COMMITMENT - You should be able to show:

* Commitment to Labour values
* Commitment to serving the local community, by supporting improvements in the services provided by central and local government
* Understanding of the role of an MP within the local community, and in relation to other parts of government
* Commitment to equal opportunities

DESIRABLE SKILLS & EXPERIENCE

* Experience of working with community groups and campaigning
* Knowledge of Labour Party structures, policies and procedures
* Knowledge of Islington