**PARLIAMENTARY ASSISTANT ROLE DESCRIPTION 26 JULY 2017**

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Parliamentary AssistantLuke Pollard MP, Plymouth, Sutton & Devonport | Job Category: | Research |
| Location: | Westminster | Travel Required: | Occasional travel to Plymouth |
| Level/Salary Range: | £23,750 pa | Position Type: | Full time |
| HR Contact: | Nicky Williams | Date Posted: | Tuesday 25 July |
|  |  | Posting Expires: | Friday 11 August |
| Applications Accepted By: |  |
| nicky.williams@parliament.uk**Subject Line:** Parliamentary Assistant Application  |
| **Role Specification** |
| Luke was elected as the Labour and Co-operative MP for Plymouth Sutton and Devonport in June. In the two months since his election he has launched campaigns for better transport for the far south west, to protect Plymouth’s defence jobs, to create the UK’s first National Marine Park in Plymouth Sound and campaigned on tower block safety and the electoral shambles from the General Election. Jeremy Corbyn appointed Luke as a PPS for Sue Hayman, the Shadow Secretary of State for the Environment, Food and Rural Affairs in July 2017. Luke’s Parliamentary Research Assistant will be Luke’s key link in Westminster. Providing day to day administrative support for the running of the Westminster office this role will also involve drafting briefings and supporting Luke’s policy campaign work in particular around defence, transport, maritime and environmental matters. Experience of these areas is helpful but not essential. Social media expertise as well as excellent written skills is a must. Being able to cope with an energetic new Member of Parliament who is keen to change the world in a million and one ways, while keeping on top of competing tasks is essential. Understanding of Labour and co-operative politics would be an advantage as would understanding of Plymouth and the far south west. Although the role is based in Westminster occasional travel to Plymouth is part of this job as is working with Luke’s team based in Plymouth. |

|  |
| --- |
| ROLE AND RESPONSIBILITIES |
| **Parliamentary Affairs*** Overall management of Luke’s events and diary and liaison with constituency office.
* Ensuring the MP is accurately informed on key issues.
* Dealing with complex queries and issues on the MP’s behalf, including drafting letters and briefings.
* Ensure all correspondence & contact is recorded on caseworker system.
* Proactive monitoring of campaigns, providing written updates to constituents using the caseworker system.
* Liaising with groups/organisations and the public within the constituency on the MP's behalf as necessary
* Monitoring parliamentary proceedings and policy areas of interest.
* Assistance in drafting speeches and Parliamentary questions for Luke.
* Taking the lead on initiating and managing community projects.
* Support for Luke’s work in Parliament on committees, All Party Groups etc.
* Line management of work experience and interns.
* Support for Luke’s role as a PPS.
* Any other duties as requested by Luke.

**Operations/Office** * Inbox management and division of tasks.
* Supporting the office manager in ensure both Plymouth and Westminster office are effectively managed.
* Support to special interest and community groups as required.
* Diary management.
* Responsible for monitoring the budget, in consultation with Office Manager, and keeping the Member informed of all relevant financial matters.
* Provide holiday cover for constituency and Westminster offices as required.

**Communications** * Support website and social media.
* Liaising with national and local press and media.
* Liaising with the Plymouth team on comms.
* Media monitoring.
* Co-ordination of Westminster content for Luke’s social media presence.
* Drafting content and articles for digital and other media .

**Policy and research*** Research local, regional or national issue matters in support of the MPs work including preparation of briefing notes, policy advice.
* Support for Luke’s policy campaigns in particular around defence, transport, maritime issues and other issues affecting Plymouth.
* Liaison with companies, trade unions, community groups and business associations in support of Luke’s policy campaigns.
* Respond to correspondence and enquiries from constituents, the media, lobbyists and pressure groups.
* Provide research and policy support to Luke’s roles on APPGs and as a PPS.
 |
| **QUALIFICATIONS AND EDUCATION REQUIREMENTS** |
| * Degree level or equivalent would be desirable but key skills matter to Luke more than where and if you went to university
 |
| **PERSON SPECIFICATIONS – SKILLS AND EXPERIENCE** |
| **Essential*** Experience of working within a Parliamentary office or fast-paced political environment
* Experience of working with a wide range of people with complex demands
* Excellent organisational and administrative skills, managing your own and others time effectively across a wide range of projects and in demanding contexts
* Excellent communication skills, verbal and written with both individuals at all levels and a wide range of groups and organisations
* Experience of managing projects, business systems and processes
* Commitment to the aims and values of the Labour and Co-operative Parties
* Available to work some evenings/weekends
* Experience of working with the media
* Creative approach to communicating difficult and complex messages easily and in plain English
* Twitter and Facebook skills - not just experience of instagramming your lunch but experience of content creation and promotion using Facebook Business Manager and Tweetdeck social media management.

Desirable* Knowledge and experience of Plymouth and the far south west would be very helpful
* Experience of handling casework or advisory services or community development/ organising approaches
* Comfortable with Office 365 and experience of a casework management system would be beneficial.
 |