



Dear Applicant

Thank you for the interest you have shown in the role of Parliamentary Assistant.

I am the MP for Rotherham and Chair of the International Development Select Committee. I am also a member of other committees and APPGs.

I will need assistance with the various campaigns that emerge from constituency or Parliamentary work. I cannot predict what the topics may be, so you need to be flexible, but the work may include research, data collection, building relations with stakeholders, developing a communication campaign and social media strategy, providing briefings and summarising key issues.

I am looking for someone who is passionate about politics and creative in communicating key campaigns with the public. You will help create a social media strategy and design graphics for social media posts about my work. You should be able to adapt your style to the intended audience and turn work around quickly and to a very high standard. A keen interest in social media and a flair for producing eye catching and interesting media would be a real asset.

You will be monitoring media and social media to keep me informed on topical news relevant to the constituency and my work in Parliament. The role also involves supporting the rest of my team with their work where necessary and providing general administration support. You should have strong interpersonal skills and be confident meeting visitors and attending meetings where needed.

The deadline for applications is Sunday 9<sup>th</sup> April at 11.59pm. Please note that any applications received after this will be discounted. Please use the application form provided, anything in addition to this form will not be read.

I am anticipating a lot of interest in the post so I apologise in advance that I will only be contacting those selected for interview by Monday 17<sup>th</sup> April. I know it takes a lot of time to complete an application form, so I am sorry that I cannot contact everyone with a personal reply and feedback, but I only have a small team and we do not have capacity.

Finally, we are looking to hold in person interviews on Monday 24<sup>th</sup> April 2023.

I am very grateful you are considering applying.

**Sarah Champion**

**Member of Parliament for Rotherham**

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Kindest regards

A handwritten signature in blue ink, appearing to be 'S', written over a faint, circular watermark or stamp.

Sarah



**Sarah Champion**  
**Labour Member of Parliament for Rotherham**  
**Chair of the International Development Select Committee**