Job specification

**Parliamentary Assistant**

**Job title:** Parliamentary Assistant

**Salary band**: £25500 - £39302

**Place of work:** Parliamentary office of Sarah Champion MP

**Job summary**

The successful candidate will be passionate about politics and can develop creative social media posts to communicate key campaigns with the public. You will help run campaigns, create a social media strategy, and design graphics for social media posts. The role will involve media monitoring, research, providing briefings, and general admin support. You should have strong interpersonal skills and be confident meeting visitors and attending meetings where needed.

You need to be flexible with an eye for detail and able to work in a fast-moving environment without any compromise on the quality of delivery.

**Key responsibilities**

* Analyse, evaluate and interpret data to ensure Member is accurately informed on key issues
* Draft graphics and content for use on social media
* Monitor local, regional, and national media coverage and brief the MP on relevant issues
* Monitor social media activity and report any relevant trends to the Office Manager/MP
* Assist in writing external communications
* Attend and participate in meetings as appropriate
* Compilation of briefing packs for MPs, take notes of meetings and draft appropriate submissions
* Efficient data and file management to ensure the office complies with the data protection legislation
* Engage confidentially, professionally, with care and integrity with members of the public, through telephone enquiries, social media, email, and face to face
* Give advice on policy issues
* Have working knowledge of relevant legislation and upcoming business including how they impact on the constituency
* Help draft amendments for reports and prepare briefing material
* Maintain positive on-going relationships with all parties including members of the public, groups, suppliers, and Westminster where required
* Prepare and present briefing notes for committees, press releases, parliamentary questions etc.
* Project Work
* Provide generalist admin support
* Respond to routine correspondence and enquiries
* There will be a requirement for the role holder to work outside of normal working hours and travel for work occasionally
* Undertake research on relevant subjects as directed
* Work with colleagues in communications/casework to identify potential impacts from the research work and disseminate them effectively
* Develop a social media strategy
* Any other duties that the member believes fall within the role

**Person specification**

* A flair for graphics and social media
* Strong written and verbal communication skills in a range of mediums
* Sound research and analytical skills, with a keen attention to detail
* The ability to prioritise a demanding workload, meet deadlines and work under pressure
* Ability to show initiative in working independently, but be a vital member of a close-knit team
* Good level of proficiency in IT, particularly MS office
* Educated to degree level or above

**Location**

Principally based in London but with visits to the constituency office and additional meetings across the UK as required.

**Security**

You will need to be able to work in the U.K. and have a current visa to do so. The Successful candidate will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or higher, as described in the job description.  All successful candidates are required to pass these checks before an offer can be confirmed. You should be aware that if you have resided outside of the UK for a total of more than two of the last five years, you are not eligible to receive security clearance to work on the Parliamentary Estate.

**Hours**

40 hours per week (excluding lunch)- some work will be necessary out of normal office hours and at weekends.