

Dear Applicant,

Thank you for the interest you have shown in the post of Parliamentary Assistant (Researcher).

This post is based in my office in London on the Parliamentary estate, although occasionally you may need to be based in my constituency of Rotherham or come with me to other locations.

This job is not like any other. To succeed in the role, you will need to share my passion for women's rights, human rights, social justice and child protection. A commitment to make the world a better place than we currently find it needs to be a major driver for you and something you live and breathe.

You need to be an excellent researcher, understand the political landscape and be 100% focused on accuracy and outcomes. This is not a job where you can cut corners - your personality needs to be such that you wouldn't consider releasing any work to me unless you are 100% sure of its accuracy and authenticity.

It would be helpful if you understood the parliamentary process but, more importantly, you need to understand how to lobby and make real change. You will have strong networks in the sector, or find it easy to make those connections.

Much of the time you will be working alone. This should not concern you as meeting targets and outcomes will be your driver, not someone looking over your shoulder. You will need to quickly become an expert in many different areas as the business of Parliament dictates. This is likely to mean you will have to be flexible with the hours you work and the areas of research you do. You will have an intellectual curiosity that leads you to discover new areas that can help me with my brief. You need to be an excellent communicator and be able to adapt your style to different audiences. Sadly, the nature of the work means that deadlines are constantly shifting and the time allocated to do a task will rapidly reduce.

During recess, the business of Parliament effectively shuts off. This is the time when you can do deeper research into my areas of interest and develop a campaign for when parliament sits. Again, this should be something that you relish – not something that worries you. This is not learning for the sake of it, but to inform me so I can do my job more effectively.

You need to understand what is meant by a strategy and how to implement one. Every piece of work we do needs to have a purpose and fit into the bigger picture of making positive change. You need to understand how to imbed a consistency of message within your work and the importance of using the right language to reinforce that at all times.

Finally, for the right person, this is a fabulous opportunity to get paid to do something you love while trying to make a real positive contribution to society.

If your motivations for applying are just looking to work in parliament or you see this as the first step to becoming an MP, this is the wrong job for you!

Kindest regards,

Sarah Champion



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