

## **PERSONAL SPECIFICATION**

**Job Title:** Parliamentary Assistant (Researcher) to Sarah Champion MP

**Managed by:** Sarah Champion MP

**Grade:** £23,750 - £34,442 (IPSA Pay Scale)

**Place of Work:** Parliamentary Office of Sarah Champion MP

### **Job Details**

Are you passionate about human rights, women's rights, social justice and/or child protection? Are you self-motivated, well organised, with very strong communication and administrative skills and an eye for detail? Experience of working in Parliament or a political environment is desirable.

### **The main responsibilities of the post include:**

- Supporting Sarah in her Parliamentary business including monitoring Bills, PQs, debates etc. and maintaining an up-to-date knowledge of relevant legislation
- Research and analysis to prepare for speeches, briefing notes and articles
- Managing media enquiries, monitoring media coverage and briefing Sarah on relevant issues
- Writing and producing constituency communications, e.g. Newsletters
- Publicising Sarah's communications on social media and managing Sarah's websites
- Undertaking administrative tasks in the Westminster office and liaising with the constituency office
- Providing organisational support for events, both in Westminster and the constituency
- Responding effectively and courteously to routine correspondence and enquiries, both over the telephone and by email
- Other duties which may be assigned on an ad-hoc basis

### **The ideal candidate will be able to demonstrate:**

- Strong written and verbal communication skills
- Excellent interpersonal skills
- Sound research and analytical skills with 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

**Location:** Principally based in London but with regular visits to the constituency and additional meetings across the UK