

Closing Date: 20th April 2018

Job Title: Parliamentary Assistant (Events and Campaigns) (18 hours)

Working For: Darren Jones MP (Bristol North West)

Location: Bristol

Salary: In line with IPSA pay scales, dependent on experience.

Darren Jones MP is seeking a part-time Parliamentary Assistant focusing on non-political events and campaigns for his constituency office in Bristol North West. Although previous event and campaign management would be highly beneficial it is not essential. More important are strong organisational, time management and Microsoft Office skills and the flexibility to work in a busy office environment. Bristol North West is a varied constituency with areas of high deprivation alongside some of the most affluent areas of the city - this will be a demanding and rewarding role.

The successful candidate will join Darren's constituency team dealing with constituents, helping manage the diary, organise MP events and working to raise awareness of local campaigns to bring about successful change – this will include liaison with volunteers and constituents, drafting media statements, web/social media articles, letters and leaflets as well as organising petitions and photoshoots. You'll also work with others in the team to make sure local issues are covered in Parliament through speeches and written questions. Because campaigns often need speedy actions you'll be a quick thinker who is able to bring people together behind an idea. One day you could be thinking about the impact of bus route cuts and the next day planning the schedule of monthly coffee mornings before drafting a written question about Universal Credit.

You will need to develop a good knowledge of the constituency and to be enthusiastic, confident and empathetic about helping local people – you will also need to understand the limits and remit of an MP and be able to communicate these sensitively to constituents.

The role will require some flexibility on working pattern to attend Friday evening and Saturday events (by arrangement in advance).

Working pattern to be negotiated but ideally working hours will be split over three days.

Priority will be given to applicants from the constituency or surrounding areas.

Job Details

- Analyse, evaluate and interpret data to ensure member is accurately informed on key issues
- Develop and maintain current knowledge of bills and legislation and debates etc. (that relate to local issues/campaigns)
- Diary management
- Ensure the member is full briefed on potential questions and motions to be put to the house (that relate to local issues/campaigns)
- Give advice on (local) policy issues
- Monitor media coverage and brief the member on relevant issues

- Prepare and present briefing notes for committees, press releases and parliamentary questions (that relate to local campaigns)
- Progress case work (that relate to local campaigns) as required
- Project management – events and campaigns
- Project work
- Provide general admin support
- Respond to routine correspondence
- Undertake research
- Assisting with arrangements for events
- Help to establish a social media and online presence
- Retain records and information confidentially and in line with the Data Protection (and forthcoming GDPR) Act

Skills and experience required

- Minimum qualifications: A-levels (grades A-C) or equivalent
- Excellent written and verbal communication skills
- Excellent organisational skills and the ability to work effectively as part of a small team
- Ability to prioritise workload and work to strict deadlines
- A sympathetic manner when dealing with people
- Confident and competent use of IT, including the latest Microsoft Office package, email and the internet
- Willing to work flexibly to help cover the office, attend events and core duties
- Local knowledge of the constituency is desirable
- Access to own vehicle for event attendance (desirable)
- Experience of working in event or campaign management is desirable
- An interest in current affairs and politics and supportive of the values of the Labour Party

There will be a requirement to attend induction and occasional training and briefing days in London and Bristol. Travel will be paid.

Upon appointment, you will be required to comply with the Baseline Personnel Security Standard, undertaken by the Members' Staff Verification Office (MSVO). See [Members' Staff Verification Office \(MSVO\)](#) page for further info. MPs generally pay staff in accordance with [IPSA guidelines](#).

Closing Date: Midday on 20th April 2018

Interview/Start Dates

Shortlisted candidates will be invited to interview in Bristol North West on **Friday 27th April**. Successful candidates will be informed of their invite to interview on Monday 23rd or Tuesday 24th April.

Notice periods, holidays and other commitments will be honoured for the right candidate.

Application Details

All applicants should send their CV with a detailed covering letter setting out how they meet the requirements of the role (500 words max) to Darren Jones MP at darren.jones.mp@parliament.uk, with the subject line "Parliamentary Assistant (Events and Campaigns) application".

For more details, please contact Darren Jones MP or Sam Taylor, Office Manager via Darren.jones.mp@parliament.uk

Website: www.darren-jones.co.uk