

Parliamentary adviser (environment specialist)

Job Description and Person Specification

Purpose of the role

Assisting Caroline Lucas MP with parliamentary work, with a specific focus on energy, climate and the environment.

Ensuring the MP is fully briefed on local, regional, national and international matters of relevance and significance.

Salary:	<i>£30,990 FT</i>
Hours:	<i>37.5</i>
Job type:	<i>Permanent contract</i>
Location:	<i>House of Commons with occasional time in Brighton and in the Green Party HQ in Bermondsey</i>
Line manager:	<i>Chief of Staff for Caroline Lucas MP</i>

Application process:

Applications to be submitted by 12 noon on 29th April 2019 and interviews to be held the week of 6th May. Please email your completed application form (found on www.greenparty.org.uk/jobs) to caroline.lucas.mp@parliament.uk

Principal Roles and Responsibilities

- Brief the MP both orally and in writing e.g. for parliamentary questions, committees, press interviews, debates etc, often at short notice. This will include carrying out research, usually from readily available sources, on a range of subjects.
- Ensure the MP is actively informed on key issues, to include monitoring bills, Early Day Motions, legislation, Hansard, debates, etc.
- Advise and guide the MP on policy issues and on strategic decisions.
- Maintain, update and develop knowledge of relevant legislation.
- Draft oral questions, speeches and political interventions for the MP to use in the House of Commons chamber, often at short notice.
- Draft motions, amendments, written questions, press articles, social media posts and so forth.

- Deal with complex queries and complaints on the MP's behalf and respond effectively and courteously to routine correspondence and enquiries from constituents.
- Communicate effectively with both internal and external contacts, with particular emphasis on building relations with non-governmental organisations.
- Attend meetings and briefings on behalf of and to formally represent the MP.
- Work closely with immediate and wider team members to share information and coordinate activity.
- Undertake supervisory responsibilities as required.
- Ensure records are kept, with details of each issue by adhering to the Data Protection Act principles and respect the confidentiality of data at all times.
- Carry out administrative tasks to facilitate the smooth running of the office.
- Competent use of IT including Microsoft Office package, email and internet.

Person Specification

	Attribute	Essential/desirable
Experience	A minimum of 2 years' experience of working in a policy or parliamentary setting, including writing parliamentary questions and on legislation.	Essential
	Experience building relationships with nongovernmental organisations and other groups.	Essential
	Adaptability and experience of working in a fast paced team environment, to include being able to juggle a variety of urgent tasks at any one time and being flexible about shifting priorities.	Essential
	A degree or equivalent level qualification or experience.	Essential
Skills/abilities	Proven political skills and experience of strategic thinking.	Essential
	Strong written communication skills, including proven ability to summarise complex information with accuracy and speed, and the ability to write for a wide	Essential



	range of audiences, including constituents.	
	Strong oral communication skills, including proven delivery of verbal briefings and good telephone manner.	Essential
	A proven ability to quickly grasp details and new concepts.	Essential
	A proven ability to remain calm and focussed under pressure, delivering to a consistently high standard.	Essential
	Strong administrative skills, including data management.	Essential
	IT skills, including the use of email and internet, Microsoft Office.	
Knowledge	Understanding of the current political climate and Caroline Lucas' role.	Essential
	Knowledge and understanding of key environmental policy areas, especially around energy and climate change.	Essential
Personal attitudes	A genuine commitment to the aims and policies of the Green Party, and with development of a fair and sustainable society	Essential
	An interest in UK politics and the green political agenda.	Essential
	A high degree of professionalism and sense of diplomacy.	Essential
	Trustworthy and reliable – a safe pair of hands for confidential information	Essential
	Creative and open minded with a willingness to innovate in pursuit of the objectives of the role	Essential
Personal circumstances	Eligible to work in the UK	Essential
	Able and willing to work occasional unsocial hours and outside of normal office hours as required	Essential



	Not a member of another UK political party	Essential
Equality	Committed fully to the principle of Equal Opportunities for all in line with Green Party policies	Essential

General points applicable to all Green Party of England and Wales jobs:

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party's policies and access to the Party's services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.
3. Green Party staff may be required to attend Green Party Executive (GPEx) and other meetings and conferences, so long as at least two weeks' notice is given and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
4. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as an Executive changes.
5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and review system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party in line with the organisational plan.
6. Green Party staff are required to request authorisation for any major overtime from their line manager before undertaking any such work and to use an online system to manage their leave and TOIL in conjunction with their line manager.
7. Green Party staff may, from time to time, be required to provide written or oral reports to the Executive.
8. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
9. Green Party staff are expected to identify and make recommendations to their manager on improving the systems within the office.
10. Green Party staff are expected to participate fully in the Party's teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
11. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the HR & Office Manager and in accordance with the current policy on the management of volunteers.
12. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via their Head of Department, CEO or relevant GPEx Co-ordinator.

This job description may be periodically reviewed in consultation with the post holder.