

Maternity cover DRAFT JD

Skills/previous experience (taken from 2019 advert):

This role would suit someone with previous experience of advocacy, as well as managing a small and committed team of people. Understanding of Walthamstow as a locality would be beneficial but not essential; so too is an awareness of parliamentary processes and previous campaigns experience.

Key responsibilities:

- Representing and furthering the interests of their constituency;
- Representing individual constituents and taking up their problems and grievances;
- Scrutinising and holding the Government to account and monitoring, stimulating and challenging the Executive;
- Initiating, reviewing and amending legislation
- Manage the effective running of the MP's office including oversight of all staff, expenses and allocation of workload following the direction of the MP.
- Answering queries on behalf of the MP from local residents and public and private agencies as required
- Attend and organise community events and meetings to represent the MP as required on behalf of local residents.
- Represent the MP in meetings and discussions with key stakeholders as part of supporting the MP's campaigning priorities as directed
- Research local or national issues to support the MPs work
- Deal with complex queries and complaints on behalf of the MP including drafting and signing off correspondence
- Ensure office is fully equipped
- Lead on projects as required

Administrative 3 (Office Manager)

Key responsibilities:

- Responsibility for managing all aspects of the budget, keeping the MP informed of all relevant financial matters and liaising with IPSA on office finance
- Lead and maintain a highly professional administrative support function for the MP's office
- Manage the office team, ensuring accurate personnel records are kept and notifying IPSA of contractual changes as necessary
- Provide high quality, efficient and effective support to the MP and interest groups as required
- Ensure the office is fully equipped

- Overall management of the MP's diary commitments, delegating tasks to others as appropriate
- Liaise with groups/personnel including at Westminster, within the constituency and the general public on the MP's behalf as necessary
- Have final signoff on all relevant delegated areas from the MP, for example constituent correspondence
- There may be requirement for the role holder to work outside of the normal working hours, including attending events with the MP as required
- Collate all required information from team members to present to the MP
- Conduct parliamentary research as required
- Take ownership of certain casework as required
- Exposure and management of complex cases
- Horizon -scanning, anticipate what advice or action may be required; proactively identify problems and resolve them
- Plan the MP's internal communications and external stakeholder engagement and provide strategic advice on constituent matters on behalf of the MP where appropriate
- Support and manage the recruitment of staff for the MP's office
- Identify training opportunities and ensure the office team maintain and develop knowledge of relevant legislation where appropriate
- Deal with security matters, keep abreast of security guidance, maintain the security system, liaise with external bodies as appropriate

Research 3 (Senior Parliamentary Assistant)

Key responsibilities:

- Undertake research on relevant subjects as directed
- Analyse, evaluate and interpret data to ensure the MP is accurately informed on key issues
- Prepare and present results for the purposes of briefing notes for committees, parliamentary questions, articles and press releases
- Respond to routine correspondence and enquiries from constituents, the media, lobbyists and pressure groups
- Research and monitor local, regional and national media coverage online and through social media and brief the MP on relevant issues
- To advise and ensure the MP is fully briefed on potential questions and motions to be put to the House
- Diary management

- Progress casework as required
- Research local, regional or national issues to support the MPs' work
- Deal with complex queries and complaints on MP's behalf, including drafting and signing letters
- Undertake supervisory responsibility as required
- Lead on project work as required
- Manage the office team, ensuring accurate personnel records are kept and notifying IPSA of contractual changes as necessary
- Have final signoff on all relevant delegated areas from the MP, for example constituent correspondence
- There may be a requirement for the role holder to work outside of normal working hours, including assisting with events with the MP as requested
- Take ownership of certain casework as required
- Manage and progress complex cases
- Horizon -scanning, anticipate what advice or action may be required; proactively identify problems and resolve them
- Maintain and utilise knowledge of relevant legislation, including impact on the local constituency
- Establish and develop appropriate strategies around research development
- To produce and present high - quality written reports, briefing notes, and professional advice
- Deal with security matters, keep abreast of security guidance, maintain the security system, liaise with external bodies as appropriate

<http://www.w4mpjobs.org/JobDetails.aspx?jobid=72946>

Reference: 72946

Date Added: 2 October 2019

Closing Date: 16 October 2019

Job Title: Locum MP (Maternity Cover)

Working For: Stella Creasy MP (Walthamstow)

Location: London

Salary: £50,000 pro rata

Length of Contract:

Job Details

A unique opportunity has arisen to be appointed the first ever locum MP to cover the maternity leave of Stella Creasy MP.

This role which is full time for seven months, is rooted in Walthamstow not Westminster; locum cover is about ensuring the casework, campaigns and community concerns of the residents of this special area are not neglected for six months. In the last few years alone Stella, in addition to her staff, has answered over 133,000 queries as well as organised countless community events, meetings with ministers and worked with many different campaign organisations and stakeholders.

This role would suit anyone wishing to develop their understanding of the work MPs do outside the parliamentary chamber and the connection between campaigning for change and serving a community. It is a chance to work with Stella as well as in partnership with the best team of staff an MP could have. As well as representing Stella in constituency surgeries, and at events and visits, this person will also play a key role in ensuring the campaigns and causes Stella works on progress- from abortion rights, to tackling the debt PFI causes for public services and supporting widowed parents, to keeping residents updated on Brexit and fighting for better maternity and paternity leave policies for all.

This role would suit someone with previous experience of advocacy, as well as managing a small and committed team of people. Understanding of Walthamstow as a locality would be beneficial but not essential; so too is an awareness of parliamentary processes and previous campaigns experience. Above all, this role requires passion and a commitment to social justice and to supporting Stella as she takes maternity leave.

The following skills would be required:

- Manage the effective running of the MPs office including oversight of all staff,
- Expenses and allocation of workload following the direction of the MP.
- Answering queries on behalf of the MP as required
- Attend and organise community events and meetings
- Represent the MP in meetings and discussions with key stakeholders as part of supporting the campaigning

- Research local or national issues to support the MPs work
- Deal with complex queries and complaints on behalf of the MP including drafting and signing off on correspondence
- Ensure office is fully equipped
- Lead on projects as required

Closing Date: 16 October 2019

Interview/Start Dates

Candidates must be available to interview on Friday 18th October in Walthamstow with a view to starting with a handover period in mid to late November and a handing back period in May 2020.

Application Details

Please send a copy of your CV and a covering letter of no more than 700 words on why you would be the best person for this job to jobs@workingforwalthamstow.org.uk. Please note that sadly due to resource constraints only shortlisted applicants will be contacted, so if you do not hear from Stella's office by the interview date please assume your application has not been taken forward. Please also note the MP will not be involved in shortlisting, and any attempts to contact her directly about this role will result in automatic disqualification from consideration.

Website: <http://www.workingforwalthamstow.org.uk>