

Senior Parliamentary Assistant

The Office of: Carla Denyer - Bristol Central

Job title: Senior Parliamentary Assistant

Salary: £41,200

Location: London

Key responsibilities:

- Conduct parliamentary research as required
- Deal with complex queries and complaints on the MPs' behalf, including drafting and signing letters
- Have final signoff on all relevant delegated areas from the MP, for example constituent correspondence
- Horizon-scanning, anticipate what advice or action may be required; proactively identify problems and
- resolve them
- Lead and maintain a highly professional administrative support function for the MP's office
- Lead on project work as required
- Liaise with groups/personnel including at Westminster, within the constituency and the general public
- on the MP's behalf as necessary
- Overall management of the Member's diary commitments, delegating tasks to others as appropriate
- Provide high quality, efficient and effective support to the MP and interest groups as required
- Research local, regional or national issues to support the MPs' work
- 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
- To advise and ensure the MP is fully briefed on potential questions and motions to be put to the House
- Undertake research on relevant subjects as directed
- Undertake supervisory responsibility as required
- Manage the MP's inbox and deal with enquiries in a timely manner
- Maintain and utilise knowledge of relevant policy, legislation, upcoming business and parliamentary process
- Write speeches and other external communications for the MP

Person Specification:

- Excellent written and verbal communication skills.
- Excellent time management and organisational skills, including the ability to work under pressure, to a high standard of accuracy and meet tight deadlines.
- Thrives in a fast-paced environment.
- Ability to manage own workload, prioritise well and work proactively as well as reactively.
- Ability to deal with issues in a confidential and sensitive manner.

- Works under own direction and effectively in a small team.
- Sound political judgement.
- Independent and fast decision maker.
- Quick thinking and quick to learn, including being able to move at speed between different topics and tasks.
- Good understanding of the responsibilities of an MP.
- Good IT skills, including the use of email, WhatsApp, the internet, Microsoft Office suite, data management tools and websites.
- A commitment to green values and social justice.
- Not a member of any other political party.