

Communications Officer for Clive Lewis MP

Person specification

ABOUT THE ROLE

Clive Lewis is the Member of Parliament for Norwich South. The Communications Officer will be based in Clive's Westminster office. The role holder will be responsible for turning Clive's Parliamentary and constituency activities and campaigns into engaging communications materials that are tailored to different platforms and audiences. The role will involve media and Parliamentary monitoring, and consulting with team members in parliament and Norwich to spot opportunities for the MP to act on. This role requires someone who is highly organised, has previous communications experience, and is excited about supporting Clive Lewis MP's activities and campaigns.

Please refer to the job description for duties and responsibilities.

What this role might look like day to day

- **Writing a post** about a news story you've seen during media monitoring that links to a key campaign
- **Updating the MP's website** with stories about recent votes, meetings, and engagement
- **Clipping and subtitling** a video of the MP's speech in a debate, or a TV panel
- **Editing copy** and posting a story about a constituency visit
- **Scanning** the MP's calendar and working with the team to create stories about activities
- **Planning** and **scheduling** social media posts across different channels
- Writing copy for **campaign materials**, such as letters to Ministers and press releases
- **Researching and compiling statistics** on a key topic for a media interview briefing
- Creating a **database** of organisations to invite to a roundtable, and writing an invitation

Person specification: Skills, experience, and knowledge

- Relevant experience in a communications role, or a role with transferable skills (e.g. campaigns or advocacy)
- Excellent written communications skills, able to draft articles and posts tailored to different audiences
- Excellent verbal skills, able to confidently and responsibly engage with third party stakeholders (e.g. constituents and civil society groups)
- Digital communications experience, including proficiency in social media use including X, Instagram, TikTok, Facebook
- Experience of undertaking research and development to create communications outputs, for example, sourcing statistics and graphics
- Excellent attention to detail, producing materials that are typo-free and fact-checked
- Highly organised, with the ability to prioritise own workload
- Ability to work independently with minimal supervision
- Experience of working flexibly to tight deadlines
- Support for the aims, vision and values of Clive Lewis MP
- Strong IT skills