

Senior Parliamentary Assistant to Clive Lewis MP

Person specification

Skills and experience (essential)

- An understanding of how the UK Parliament works
- Strong political knowledge, understanding and judgement
- Experience of managing projects and / or campaigns
- Experience undertaking research and / or policy development
- Excellent written and verbal communication skills
- Highly organised, with excellent attention to detail
- Strong multi-tasking and time management skills
- Ability to work under own direction without supervision
- Excellent interpersonal skills and ability to work collaboratively in a team
- Ability to deal with issues in a confidential and sensitive manner
- Sympathetic to the aims and values of Clive Lewis MP

Skills and experience (desirable)

- Experience of people management (either staff or volunteers)
- Detailed knowledge of UK Parliamentary processes and procedure
- Experience of delivering legislative campaigns in the UK Parliament
- Experience of delivering Parliamentary outputs, such as written questions, Early Day Motions etc
- Experience in media-related work
- Experience in social media communications

Role eligibility - security clearance

Upon appointment you will be required to comply with the Baseline Personnel Security Standard, undertaken by the Members' Staff Verification Office (MSVO).

To be eligible to apply for this role, Counter Terrorist Check (CTC) clearance is mandatory. Applicants for National Security Vetting are expected to have lived in the UK for a sufficient period of time to allow meaningful security clearance to be carried out. This means having lived in the UK for at least three out of the last five years.

See [Members' Staff Verification Office \(MSVO\)](#) page for further information.