

## Parliamentary Assistant to Stephen Gethins MP & Patrick Grady MP

Based in London

Under parliamentary rules, this post is offered as two part-time contracts, expected to equate to approximately 38hrs/week.

Total salary will be within the London Area Research 2 grade (£23,000-£34,000) as defined by the Independent Parliamentary Standards Authority.

We are recruiting a parliamentary assistant to provide policy and research support for our roles in the SNP Westminster Foreign Affairs Team. Stephen Gethins is the group spokesperson on Europe and Patrick Grady is the group spokesperson on International Development. This is a perfect opportunity for someone who works well in a small team, has a positive attitude and would like to gain experience working with Members of Parliament. Applicants should also have a good knowledge of Scottish and UK politics.

There may be occasional travel to the Members' constituency offices. Occasional evening or weekend work may be required.

### Job Description

- Analyse, evaluate and interpret data to ensure Member is accurately informed on key issues
- Develop and maintain current knowledge of bills, Early Day Motions, legislation, Hansard, debates etc
- Ensure the Member is fully briefed on potential questions and motions to be put to the house
- Give advice on policy issues
- Monitor media coverage and brief the Member on relevant issues
- Prepare and present briefing notes for committees, press releases, parliamentary questions etc.
- Project Management
- Respond to routine correspondence and enquiries
- Undertake research, usually from readily available sources, on straightforward subjects

### Person Specification

- Educated to degree level or equivalent, in a relevant subject or with relevant experience
- Excellent knowledge and understanding of at least one area of foreign affairs portfolio areas (especially Europe or International Development);
- Knowledge & understanding of UK and Scottish politics
- Experience of research tools and techniques
- Experience of working in a relevant policy/public affairs environment
- Ability to manage time, work under pressure, meet deadlines
- Teamwork and leadership skills
- Familiarity with media & social media, office IT etc
- Experience of living or working in Europe or internationally and/or knowledge of one or more modern languages desirable but not essential.

**How to apply:** Please send your CV with a covering letter (of no more than 3 pages) matching your skills and experience to the job description and person specification set out above, copied to both [stephen.gethins.mp@parliament.uk](mailto:stephen.gethins.mp@parliament.uk) AND [patrick.grady.mp@parliament.uk](mailto:patrick.grady.mp@parliament.uk) in the same email, by 10.00am on Monday 8th February.

**Other:**

Appointment will be dependent on satisfactory reference, and you will be required to comply with the Baseline Personnel Security Standard, undertaken by the Parliamentary Pass Office.

**Interview/Start Dates:** Interview and start dates are to be decided and are negotiable. Interviews will be held in Westminster.