Job Advert

Constituency Assistant

The office of:	Julian Knight MP
Job Title:	Constituency Assistant
Salary Band:	In line with IPSA pay scales
Location:	Solihull
Hours:	15 hours per week (to include a Friday)

Key Responsibilities

- Attending surgeries and other meetings as appropriate.
- Dealing with standard queries from members of the public.
- Draft responses to constituents.
- Log all cases; monitor progress and ensure all identified actions are taken.
- Retain records and information confidentially and in line with the Data Protection Act.

Person Specification

- Able to deal with high volumes of correspondence and other workload.
- Extremely organised and able to prioritise a demanding workload to meet deadlines given.
- Excellent verbal and written communications skills and confidence in interacting with people at all levels.
- Awareness and understanding of current political issues and how Parliament works would be an advantage.
- Able to work effectively either in a small team or individually, and have a good sense of humour.
- Competent use of IT including proficiency in using Microsoft Office, Outlook and the internet.
- Sympathetic to the aims and objectives of the Conservative Party.

How to apply

Please send your CV (no more than 2 sides of A4) and covering letter (no more than 1 side of A4) setting out why you think you would be right for this position to Hayden Walmsley at haydenb.walmsley@parliament.uk. Please include in the subject line the words 'Application for Constituency Assistant'. Due to the anticipated high-volume of applications, only candidates required for interview will be contacted. Please call 0121 709 0458 for any further information.

Applications close 5pm on Thursday 12 October 2017. First round of interviews to follow shortly after, with a start date to be negotiated.