



# JOB DESCRIPTION



***Supporting a thriving parliamentary democracy***

|                                 |   |
|---------------------------------|---|
| <b>Job title:</b>               | <b>Senior Campaigns Officer</b>   |
| <b>Campaign Type:</b>           | <b>Internal</b>   |
| <b>Payband:</b>                 | <b>B2</b>   |
| <b>Pay range:</b>               | <b>£30,985 - £36,532 per annum</b> ( <i>Appointment will normally be made at the minimum of the pay range</i> ) |
| <b>Team:</b>                    | <b>Campaigns Team</b>   |
| <b>Section:</b>                 | <b>Participation</b>  |
| <b>Reports to:</b>              | <b>Campaigns Manager</b>  |
| <b>Number of posts:</b>         | <b>1</b>  |
| <b>Hours:</b>                   | <b>Full Time, 36 hours per week</b>   |
| <b>Contract type/ duration:</b> | <b>Fixed Term Contract until 31 March 2020 with the possibility of extension and/or permanency</b>              |
| <b>Issue date:</b>              | <b>09 May 2019</b>  |
| <b>Closing date:</b>            | <b>26 May 2019 at 23:55</b>   |

## **The House of Commons**

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

## **Team information**

The campaigns team is part of the Education and Engagement team, part of the wider Participation Team. The Campaigns Team is a small, but busy team. Including the new post-holder for this role, this team includes six staff: The Campaigns Manager, three Senior Campaigns Officers and two Campaigns Assistants.

## **Job introduction**

The purpose of this post is to work as part of the Education and Engagement campaigns team, to deliver innovative events and campaigns that engage people with the UK Parliament's work and Members. The post-holder will be expected to manage projects and events from start to finish, manage a range of stakeholders, agree and meet deadlines, have excellent written and verbal communications skills and act as an ambassador for the team and the campaigns they're working on.

We deliver a wide range of campaigns throughout the year, including UK Parliament Week, EqualiTeas, The Your UK Parliament Awards, the UK Youth Parliament Sitting, The Speakers outreach programme, Lords Live, Ask The Speaker and the Lego suffragette's tour.

Education and Engagement work with people and communities across the United Kingdom to increase public understanding of, and engagement with the UK Parliament. We do this by:

- Demonstrating how the UK Parliament affects people's day to day lives
  - Exploring how the UK Parliament works as a vehicle for change and equipping people to campaign effectively
  - Engaging with people who the UK Parliament has not yet reached
- Adding value to the business of the UK Parliament by diversifying the range of people who engage and participate.

### **Key stakeholder relationships**

- Colleagues across Participation (including Visitor Services, Parliament's Education Service and Public Information)
- Parliament's Digital Service
- Print Services
- Commons and Lords internal communications teams
- Curators
- Parliamentary Archives

### **Management responsibility**

No

### **Location**

This post will be located on the Parliamentary Estate, Westminster, London.

### **Security**

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

### **Hours**

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour.

The exact daily times of attendance will be agreed with line management.

### **For further information:**

Candidates should refer to the House of Commons careers website <https://www.parliament.uk/about/working/jobs/> or contact [recruitment@parliament.uk](mailto:recruitment@parliament.uk) or 020 7219 6011.

### **Application and selection process**

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency based interview.

## **Key responsibilities**

### **Campaign Development and Delivery**

- Planning and delivering campaigns on time from conception to evaluation, to deadline within budget. Working with internal teams and external suppliers to ensure that key deadlines for communications are met.
- Help identify relevant audiences, partners and stakeholders for specific projects and events.

### **Relationship Management**

- Help to build sustainable relationships with both traditional and online media to increase awareness of campaigns and events.
- Develop and manage relationships with external suppliers e.g. PR agencies and evaluation consultants to support teams work.
- Act as an ambassador for projects and events, building and maintaining positive working relationships with all stakeholders.

### **Communication**

- Plan, create and oversee the distribution of publicity material and resources for projects.
- Plan and draft online, internal and external communications for all projects
- Write communication strategies which will reach defined target audiences at key points throughout each project
- Oversee and develop social media to support various projects

### **Evaluation**

- Plan and support the implementation of evaluation for each project and event

### **Events management**

- Plan and deliver high profile and high quality events in the UK Parliament and elsewhere from end to end
- Plan content and format, approaching and briefing speakers and panellists
- Work with partners, venues and experts where needed
- Find suitable locations, ensuring that our events are as accessible as possible
- Event management, including hosting and introducing speakers, planning logistics and acting as the main contact point on the day

### **Working across the Education and Engagement Team**

Take enquiries about individual projects from members of the public, potential partners and staff and Members; deliver occasional workshops and presentations

### **Qualifications:**

There are no mandatory qualifications for this role.

| SKILLS AND EXPERIENCE  |  | APPLICATION FORM                    | TEST / EXERCISE                     | INTERVIEW                           |
|--|--|-------------------------------------|-------------------------------------|-------------------------------------|
| <b><u>CRITERIA 1</u></b><br>Recent experience of, and enthusiasm for, delivering public engagement.  |  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b><u>CRITERIA 2</u></b><br>Experience of organising and delivering high-quality large scale events for the public.  |  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b><u>CRITERIA 3</u></b><br>Proven persuasion and stakeholder management skills and the ability to build and maintain positive relationships with a range of stakeholders, including senior staff. |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b><u>CRITERIA 4</u></b><br>Excellent communication skills both oral and written with experience of tailoring your language and messages for different audiences.                                  |  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b><u>CRITERIA 5</u></b><br>Highly effective organisation, prioritisation and time management skills with the ability to deliver targets against tight or changing deadlines.                      |  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |