

Closing Date: 6 November 2017

Job Title: Parliamentary Assistant

Working For: John Healey MP

Location: London

Salary: £24,000.00

Job Details

John Healey MP, Shadow Secretary of State for Housing, requires a keen, enthusiastic, well-organised person with strong communication skills and attention to detail, able to work on their own and as part of a small team

Key duties and responsibilities:

- Undertake research to support the MP's work
- Monitor media coverage and brief the MP on relevant issues
- Monitor bills, questions and debates and maintain up-to-date knowledge of relevant legislation
- Assist with casework and campaigns and correspondence
- Organise visits and events

The successful candidate will have:

- Excellent verbal and written communications skills
- Excellent organisation skills
- Interest in current affairs and sympathy with Labour Party values
- Experience of policy research

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Interview/Start Dates

Deadline is 0900 on Monday 6 November

Interviews are on 8/9 November

Start date: ASAP

Application Details

Applicants should send a CV (max 2 pages) and covering letter (max 600 words) setting out why they are the right person for the job to john.healey.mp@parliament.uk headed 'Parliamentary Assistant'

Website: <http://www.johnhealeymp.co.uk>

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