

Parliamentary and Research Assistant

Full time, based in Westminster

Salary range £30,000 - £39,000 depending on experience

Roles and responsibilities of Parliamentary and Research Assistant

- Conducting research and writing concise but comprehensive briefings ahead of meetings, media appearances, conferences, etc.
- Writing speeches for Chamber appearances and external events.
- Analysing and interpreting data to ensure Angus is accurately informed on key issues.
- Responding professionally, sensitively and with integrity to complex casework.
- Maintaining up-to-date knowledge of relevant legislation and parliamentary events.
- Managing press enquiries, Angus's website and social media.
- Monitoring local, regional, and national media coverage and briefing Angus on relevant issues with particular attention to Scotland and the West Highlands.
- Additional ad-hoc duties as required.
- Working with the team in Scotland.

Essential skills

- Keen interest in politics and sympathetic with the values and aims of the Liberal Democratic Party and issues in Scotland.
- Excellent research skills, with an ability to work accurately and efficiently in a fast-paced political environment.
- Highly organised, proactive and a strong work ethic.
- High-quality written and verbal communication skills.
- Campaigning, including management and monitoring of social media channels.
- Competency with IT, including MS Office, Mailchimp, Canva, etc.

**Apply in writing with a letter and CV to andrew@glen2glen.com
Application deadline Monday 29th July 2024.**