



Job Description

Job Title: Parliament & Advocacy Intern

Reference: UK100J24

Salary: London Living Wage - £10.85 p/hour

Hours: Full Time (35 hours per week)

Contract: Fixed-term contract for 10 weeks

Location: Virtual, then London depending on Covid-19 restrictions

To support the Parliamentary Officer in her day to day duties, which include managing the secretariats of the All Party Group on Sustainable Finance and the All Party Group on Air Pollution, and leading UK100's parliamentary engagement.

This internship will consist of organising Zoom panel discussions with a range of important UK100 stakeholders including corporates, NGOs, APPGs and parliamentarians. You will also have the opportunity to develop political communications skills, including writing letters to Ministers, drafting suggested parliamentary questions for MPs, putting together newsletters and helping to develop the APPGs' online presence. You will gain a thorough understanding of influence and advocacy in Westminster.

In addition to providing support on APPG work, you will assist UK100's political team as engagement with key decision makers ramps up ahead of COP26.

We are looking for someone with experience of organising events, who has strong political awareness, excellent writing skills and a demonstrable interest in net zero, sustainable finance and air pollution. Experience of working for a parliamentarian, in local government, in public affairs or on a political campaign is desirable but not essential. We would be happy to consider somebody who lacks professional experience but has excellent academic credentials.

This role is perfect for someone looking to gain experience in environmental politics and campaigning, and learn the ropes of parliamentary advocacy.

UK100 is a not for profit environmental organisation which achieved outstanding growth last year. This year UK100 aims to achieve just as much. UK100 also incorporates an equal opportunities mission, whereby it values the voices of each of its employees in order to progress in a collaborative, innovative and well balanced way.

Key responsibilities:

- Supporting the delivery of APPG online events, such as panel discussions, parliamentary briefings and roundtables.
- Drafting correspondence (emails/letters) to parliamentarians, ministers and UK100 stakeholders.
- Developing the APPGs' online presence, including writing summaries of events for the APPG websites.
- Supporting the management of UK100's parliamentary relationships.
- Assisting UK100's political team with advocacy and engagement with key decision makers.
- Support and comply with UK100's guidance on branding, tone of voice and key messages, positively contributing towards raising UK100's profile .
- We are a small team. Ad hoc duties will thus arise, and every staff member is expected to support the team efforts.

Place in organisational structure:

The post holder will:

- report to the Parliamentary Officer
- work closely with the Campaigns and Communications Director

Key relationships:

Internal: Parliamentary Officer

Campaigns and Communications Director

Political Advisers

Senior Communications Officer

Campaigns Officer

External: Relevant business and corporates

NGOs and partner organisations

Parliamentary and local government offices

Working Conditions: The postholder can be based in the UK100 London office (once we return from remote working), and will be expected to be flexible in the ways hours are worked. N.B. We are not able to offer visa sponsorship - you must have the right to live and work in the UK.

Special Note: This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the post holder.

Compiled by: The Parliamentary Officer

Date last revised: March 2021

Person Specification

Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Good understanding of the UK political system, parliament and parliamentary procedure. 	<ul style="list-style-type: none"> • Working knowledge of climate and environment policy and politics.
Experience	<ul style="list-style-type: none"> • Experience organising in-person or online events. 	<ul style="list-style-type: none"> • Experience using social media in a professional setting.
Skills and abilities	<ul style="list-style-type: none"> • Excellent written communication skills, where you can express complex concepts in a simple way and present arguments in a convincing manner. • Good organisational and administrative skills, with the ability to prioritise tasks and work effectively under pressure. • A strong work ethic, positive attitude and willingness to learn. • The ability to work independently, show initiative and work well as part of a wider team. • Digital literacy. 	<ul style="list-style-type: none"> • Experience with G-suite, Zoom and Excel.
Other	<ul style="list-style-type: none"> • A passion for the environment and a strong desire to tackle the climate emergency. • Interest in the UK political landscape, nationally and regionally. • Commitment to the vision of UK100. 	

Closing Date: 22 April 2021, 9am (British Summer Time)

Start date will be in early May 2021.

Interviews: Candidates will need to be available to interview via Zoom on Friday 30 April. If you are not available on this date please let us know. If successful in being invited to interview we will also ask you to complete a short written task ahead of Friday 30 April.

We welcome applications from all ages and would encourage applications from groups currently underrepresented in the environmental sector such as BAME and people with disabilities.

Application Details: Please send a CV outlining relevant skills and experience, as well as a cover letter stating why you want this position and what you can bring to the role to jobs@uk100.org.

Please put "INTERNSHIP (PARLIAMENT & ADVOCACY) APPLICATION" in the subject line. Cover letters must be no longer than 350 words and CVs should be no more than two pages. Please note that applications exceeding these lengths will not be considered.

A high volume of applications is anticipated, so it will not be possible to provide feedback to candidates who have not been selected to interview.