Job Description

Job Title: Parliamentary Officer

Reference: UK100J29

Salary: £26,000

Hours: Full time, permanent

Location: Virtual but will be office based in London in the future

Do you want to work in a supportive team environment with skilled and passionate individuals?

Have you been looking for an opportunity to work in a fast-growing organisation and have an impact on climate change?

If so, UK100 may well be for you.

We are looking for somebody who has some experience of politics and parliament. The role would suit somebody who has completed an internship in parliament and is looking to develop a career in public affairs.

The role will provide engagement with parliamentarians on behalf of UK100

Equality, Diversity and Inclusion: UK100 is actively taking steps towards developing new opportunities for people from an array of backgrounds, ensuring that everybody has an equal opportunity and is not treated differently or discriminated against because of their characteristics. UK100 values the voices of each of its employees in order to progress in a collaborative, innovative and well balanced way. The postholder will be expected to echo and support this.

Key responsibilities:

- Identifying Parliamentary opportunities for influence
- Building and maintaining relationships with key parliamentarians to support UK100’s work with local authority leaders.
- Preparing briefings and parliamentary questions
• Provide a secretariat for the All Party Parliamentary Group (APPG) on Sustainable Finance and the APPG on Air Pollution.

• Lead relationship management with APPG stakeholders (supporters and Parliamentarians), including growing their network.

• Represent UK100 at meetings and public events to promote ambitious action to tackle air pollution and the Climate Emergency from Local Authorities, national Government and business.

• To 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 report to the Campaigns Manager

Key relationships:
Internal:
• Campaigns Manager
• Director of Communications and Campaigns
• Research and Policy Manager
• Chief Executive
• Assistant Chief Executive
• Communications and Campaigns Assistant

External:
• Parliamentarians and their staff
• Corporate sponsors
• NGOs
• Local government

Working Conditions: The postholder will be expected to work from the UK100 London office at a minimum of two days per month, depending on Covid restrictions. In the future the role will be required to be based in London. Some travel around the UK may be required.
Benefits:

- Competitive salary
- 25 days annual leave (plus statutory bank holidays)
- Pension & access to professional pension advice
- Sick pay
- Company MacBook Air
- Company phone
- Work from home allowance
- UK100 supports flexible working arrangements

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

Compiled by: Communications & Campaigns Director

Date last revised: December 2021

Person Specification

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<tr>
<th>Criteria</th>
<th>Knowledge</th>
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<td>- Knowledge of the UK Parliament / Government</td>
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<td>- Understanding of relevant policy and politics achieving net zero and air quality.</td>
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<td>- Understanding of the workings of UK Parliament and Parliamentary procedure.</td>
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<tr>
<th>Experience</th>
<th>- Working within Parliament</th>
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<td>- Working in partnership with others</td>
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<td>- Working in a lobbying or advocacy role</td>
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<td>- Experience of organising effective meetings and writing high quality minutes</td>
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<td>Skills and abilities</td>
<td>- Effective project management skills</td>
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<td>- Excellent verbal and written communications skills, including ability to draft succinct briefings for Parliamentarians</td>
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<td>- Strong organisational skills</td>
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<td>- Ability to represent the organisation with external stakeholders</td>
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| Other                             | - Committed to the vision of UK100  |

**Closing Date:** 7th January 2021

**Interviews:** To be held virtually in the week commencing 17th January 2021

**Application Details:** Please send a CV (max 2 pages) and a cover letter that sets out how you would take forward the role and what you see as the main priorities (max 1 page) to: jobs@uk100.org