

Employer	All-Party Parliamentary Group, International Freedom of Religion or Belief – www.freedomdeclared.org
Role	Parliamentary Officer
Reporting To	Operations Director, APPG
Location	Houses of Parliament, Westminster, London SW1
Hours and Salary	37.5 hours per week. (Normally 10am-6pm, although some flexibility. Some evening work will be expected by prior arrangement). £21-£24k dependant on experience
Annual leave entitlement	28 days per year (including Public Holidays)
Overall purpose	<p>The All-Party Parliamentary Group (APPG) for International Freedom of Religion or Belief is providing an exciting opportunity to work with parliamentarians from across the political spectrum to help advance and shape Government policy around this area of human rights, international relations and development and domestic affairs.</p> <p>This employee will undertake research and speech writing, and deliver events to support parliamentarians raising issues of concern to the APPG.</p> <p>The role will involve understanding how best to raise thematic and country-based issues with HMG as well as how House of Commons and House of Lords meetings and events are best delivered.</p> <p>The APPG is cross-party group of c. 90 parliamentarians who believe that Freedom of Religion or Belief, as protected under Article 18 of the UDHR, is a fundamental human right, key for building stable societies. Due to UK Parliamentarians' participation in the International Panel of Parliamentarians for Freedom of Religion or Belief, the APPG also seeks to share best practice with and capacity-build parliamentarians across the world working in this area. The APPG has around 26 Stakeholder Groups from a variety of belief backgrounds who provide expert advice on country situations around the world.</p> <p>Subject to security clearance, the successful applicant will have a parliamentary pass.</p>
Date to commence	As soon as possible; flexible.
Application process	Applicants are invited to submit a CV, accompanied by a 1-side (maximum) cover letter, by 9am on 23 rd February. Shortlisted applicants will be notified by close of play on 24 th February. Interviews will be held on the 6 th of March in Westminster. Second-round interviews with the Chair, where necessary, will be held during the w/c 6 th of March.

Contact details	Applications or any enquiries to be made to: katharinec.thane@parliament.uk - <i>please note the second 'e' after 'katharine'</i> . Telephone: 020 7219 2446
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Primary responsibilities	
	<p>Research and speechwriting (50% of the role)</p> <p>Providing briefings, speeches and parliamentary questions for parliamentarians speaking in Parliament, at APPG or external events. Writing and researching in this field either as research support for parliamentarians or to support the Operations Director to deliver APPG reports. Writing press releases for the APPG. Maintaining records of parliamentarians with interest in relevant fields.</p> <p>Events Management (30% of the role)</p> <p>Delivering parliamentary and external events for the APPG, often in conjunction with a range of partners (academic and non-academic). Liaising with staff across parliament to deliver events and to work with parliamentarians in advancing recommendations in follow-up to events. Promoting the APPG during events held by other organisations in Parliament.</p> <p>Administration (20% of the role)</p> <p>Managing enquires from parliamentarians, APPG stakeholders or members of the public, by phone, email or twitter. Maintaining the database of and correspondence with APPG stakeholders and contacts. Monitoring, and maintaining records of debates, briefings supplied, legislation, Parliamentary Questions, select Committee inquiries and events relevant to the APPG.</p>

Personal specifications:	
	<p>Essential:</p> <ul style="list-style-type: none"> ▪ Basic understanding of, and interest in, the right to Freedom of Religion or Belief (Article 18 of the UDHR) and human rights more broadly. ▪ Proven ability to work under own initiative, and within a small team. ▪ Proven written ability for speeches, briefings etc. ▪ Highly organised with good attention to detail and strong analytical skills. ▪ Ability to prioritise work. ▪ Strong administrative and IT skills, and experience of Microsoft office.
	<p>Desirable:</p> <ul style="list-style-type: none"> ▪ Lobbying, writing, studying or raising awareness of Article 18 and other human rights-related issues. ▪ Experience of events management. ▪ Understanding of Parliamentary procedures.
	<p>Key behavioural competencies:</p> <ul style="list-style-type: none"> ▪ Ability to take initiative and responsibility for work. ▪ Excellent interpersonal skills. ▪ Sound judgement and respect for sensitive and confidential issues.
	<p>Qualifications:</p> <ul style="list-style-type: none"> ▪ Degree or equivalent qualification, preferably in a relevant field.