

## Supporting a thriving Parliamentary democracy

Job Title:	Intern - Speaker's Internship Scheme
Salary:	£27, 500 per annum (Pay Band C)
Team:	Speaker's Office
Number of Posts:	6
Contract Type/Duration:	Fixed term for 12 months

### Job Information

As an intern on the Speaker's Parliamentary Placement Scheme, you will be employed by the House of Commons Service. Your role will rotate on a term-time basis, split between working for the House of Commons Service for either our Select Committee Team or Committee Participation Team and seconded to work for two Members of Parliament as a Parliamentary Assistant in their offices. This will be a Member of Parliament who is a member of a political party in the current Government and a Member of Parliament in a political party that is currently in opposition to the Government.

As part of the internship, you are expected to be able to work independently as required. There will be a level of autonomy required of this role in addition to the support that will be given.

### Responsibilities

You are expected to satisfactorily fulfil the requirements of each role and complete the full 12 month duration of the internship. This includes attending all training and mentoring, coaching and support sessions, masterclasses, and visits to external organisations.

### Who is this scheme for?

The Speaker's House Placement scheme is run in collaboration with the Patchwork Foundation, a charity which promotes the engagement of young people from traditionally underrepresented backgrounds in political and democratic institutions.

We're looking for people who are passionate about politics and looking to pursue a career in the field, but may find it harder to access opportunities, connections, or experiences. We want to support you to reach your full potential and make a difference. Throughout your time on the programme, you'll learn from individuals at the heart of British politics, and we'll help you to find your own path into these spaces, providing any assistance needed to overcome any barriers faced.

For the year you spend in Parliament, your day-to-day responsibilities as an intern will be supplemented by support including an in-depth induction week to help you feel prepared for your rotations, monthly personal development days provided by the Patchwork Foundation, one-to-one mentoring support, professional, pastoral and personal development support, and many more opportunities for progression.

We want to engage people who would not consider political careers due to social barriers or a lack of professional networks and provide them with development opportunities to foster a belief that they are capable and confident to take on roles in political institutions. Individuals from these communities often lack the same connections and awareness of these systems that enable others to have their voice heard, and by extension this creates a lack of network access for people from communities that are traditionally underserved. We seek to break down access barriers for people from a broad range of communities, so they can reflect their lived experiences in these spaces and the ultimate aim of the Speaker's Internship Scheme is to improve the level of representation, diversity and inclusion in our institutions by showcasing best-practice in the mother of all Parliaments.

### **Team Information - Placement House of Commons Service: The Select Committee Team and/or Chamber and Participation Team.**

You will assist with the smooth running of teams supporting Chamber and Committee business in the House of Commons as well as people who come to Parliament for a variety of reasons. In this varied role, you will help provide valuable administration support, also assisting with project management and research/analysis. You will be working with all members of the team and a variety of stakeholders. You will have the opportunity to train and develop your understanding of how the House of Commons Chamber and Select Committees operate. Duties will include:

- Providing administrative and business support including, but not limited to, helping to plan and support meetings, managing and helping produce documents.
- Answering general enquiries, assisting with team mailboxes and correspondence.
- Perform fact finding research and analysis for use in the provision of briefing documents.

Supporting the management of the team's offices, including team meetings, managing calendars, assisting with office moves.

- Supporting engagement with the public including inward visits by different groups and access arrangements.
- Supporting with information and records management of SharePoint libraries and MS Teams sites, in accordance with Parliament's information management standards.

### **Team Information Placement with Member of Parliament – Parliamentary Assistant**

You will work with a Member of Parliament (MP) in their offices, usually within a small team that may consist of more than three people.

Duties will vary depending on the MP's office and will revolve around general office administration. (Please note the list is not exhaustive).

- Diary management, including arranging meetings for Members and replying to requests.
- Undertaking research on relevant subjects as directed and writing short briefings for the Member and or other key senior stakeholders.

- Analyse, evaluate and interpret data to ensure the Member of Parliament is accurately informed on key issues.
- Taking minutes in meetings.
- Managing Members correspondence, including emails, letters and telephone enquiries. Dealing with face-to-face enquiries from the public. This includes monitoring social media activity and reporting any relevant trends to the Office Manager/MP.
- Drafting letters to constituents, other Members, Peers, charities, businesses and other senior stakeholders or external organisations. Senior stakeholders or external organisations.
- Ensure records are kept and information managed confidentially and in line with data protection legislation.
- Support for events, including administration e.g. sending out invitations and guest lists, booking rooms, and arranging speakers etc.
- Attending meetings with MPs and Parliamentary Assistants.
- Attending training sessions, masterclasses and visits organised by the Teams of the House of Commons or Members of Parliament.
- Maintain positive on-going relationships with all parties including members of the public, groups, suppliers and Westminster where required.
- Assist with surgeries and other meetings and follow up as appropriate.
- Gather relevant information to resolve or progress cases for casework.
- Other general ad-hoc administrative tasks.

## Hours

There may be a requirement for the role holder to work outside of normal working hours and travel for work occasionally, including to and from constituency offices.

Net conditions full-time working hours for staff of the House are 36 hours per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will be agreed with line management.

## Hybrid Working

Our mission is to support a thriving parliamentary democracy – and today more than ever, this means being ready to carry out our essential functions in Westminster and elsewhere. Since 2020 our workforce is involved in developing new, business resilient capabilities for hybrid working. We support colleagues to deliver excellent services on the Parliamentary Estate and remotely, while the balance of location varies according to the requirements of each job role. This internship is expected to provide the successful candidates the experience of working on the Parliamentary Estate in Westminster, London, and also in MPs' constituency offices around the UK. It will therefore require a high level of on-Estate working and opportunities for remote or hybrid working will be limited.

If you are selected for an interview, please discuss the working arrangements for this role with the interview panel.

## Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental

health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability and/or experience a difficulty or disadvantage in your workplace.

## Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

We may ask you to complete a test, presentation or other assessments as a part of your recruitment process.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions solely based on the criteria below. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

As a Disability Confident Leader, it is important that we are able to make appropriate arrangements or adjustments to create a full and equal participation in the selection process. If you require any reasonable adjustments, please contact the recruitment team to discuss how we can meet your needs.

The House of Commons is a committed Disability Confident employer and as such, we are committed to interviewing all applicants with a disability who provide evidence of meeting the minimum requirements necessary for the post, as set out in this applicant pack.

A disabled person is defined by the Equality Act 2010 as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities. If you are disabled and would like us to consider your application under the Disability Confidence Scheme please let us know.

The application and selection process will consist of:

1. An initial written application
2. A telephone interview and prioritisation task
3. An in-person interview

## Our Values

The House Service is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

**Inclusive:** We value everyone equally; We respect each other; We all have a voice.

**Courageous:** We try new things; We own our actions and decisions; We learn from our mistakes.

**Trusted:** We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

**Collaborative:** We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

## Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

To enable meaningful checks to be carried out you will need to have lived in the UK for a sufficient period of time. To undergo a CTC, you must have normally resided in the UK for a minimum of 3 years out of the last 5 years.

[Click here](#) for further information.

Successful candidates will also undergo a social media check.

## **Essential Skills and Experience**

**The following skills will be assessed throughout the application stages.**

### **Criterion 1**

#### **Work Experience**

Previous experience of work either through volunteering, paid part-time or full-time or temporary work. This does not have to be related to politics.

### **Criterion 2**

#### **Communication and Interpersonal Skills**

Good communication, interpersonal and team-working skills: able to work and contribute effectively, build and maintain effective relationships with, and relate to, people at all levels and from diverse backgrounds, adopting a flexible approach.

### **Criterion 3**

#### **Planning and Organising:**

A willingness and ability to work in different contexts and settings, and able to deal with frequent changes to plans. Ability to prioritise effectively.

### **Criterion 4**

#### **Confidentiality and Inclusive Values**

Tact and discretion, with the ability to deal with all types of information confidentially and sensitively. Ability to support and work within the framework of House values: Inclusive, Courageous, Trusted, Collaborative

### **Criterion 5**

#### **Analysing & Decision Making**

The ability to analyse quantitative and qualitative information from a range of sources to make evidence-based proposals and timely decisions.

### **Criterion 6**

#### **Passion for Public Service**

A passion for giving back, making a difference, and acting as a role model for the internship scheme.