

Please send in your CV and cover letter as if you were applying for one of the jobs below. Clearly this MP does not exist, but for the purposes of this exercise you should pretend that she does.

<p><b>VACANCY – Parliamentary Assistant</b> OFFICE of JANE DOE (Purple Party MP for Plant City)</p> <p>Full-time: to be based in Westminster</p>	<p><b>VACANCY – Caseworker</b> Office of Jane Doe (Purple Party MP for Plant City)</p> <p>Full-time: to be based in the constituency office</p>
<p>The successful post-holder will:</p> <ul style="list-style-type: none"> <li>- Undertake research and write briefing papers, Parliamentary Questions and speeches</li> <li>- Provide administrative and other support to Jane in her role as Chair of the All Party Parliamentary Group on Plants</li> <li>- Respond to correspondence from constituents on a wide range of topics</li> <li>- Write press releases and maintain the website</li> <li>- Manage the day to day running of the Westminster office, handling all correspondence, telephone calls and diary</li> </ul> <p>The ideal candidate will:</p> <ul style="list-style-type: none"> <li>- Be highly professional and organised</li> <li>- Have good research skills and be able to summarise findings clearly and concisely</li> <li>- Have good writing and oral communication skills</li> <li>- Be able to work to deadlines and under pressure</li> <li>- Be politically aware</li> <li>- Be highly capable in IT and administration</li> <li>- Be accurate and demonstrate attention to detail including through proper spelling and grammar</li> <li>- Preferably have some experience in research, writing, journalism or a related field</li> </ul>	<p>The successful post-holder will:</p> <ul style="list-style-type: none"> <li>- Provide advice and support to constituents on a variety of issues through liaison with government agencies, the voluntary sector and others to resolve matters</li> <li>- Provide information, advice and support for individuals on a range of benefits, housing and other issues</li> <li>- Draft correspondence and maintain neat and accurate files</li> <li>- Attend surgeries and accompany the MP to events and meetings (some weekend working may be required, for which time off in lieu will be given)</li> </ul> <p>The ideal candidate will:</p> <ul style="list-style-type: none"> <li>- Be highly professional and organised</li> <li>- Be friendly and approachable, including when under pressure</li> <li>- Be highly capable in IT and administration</li> <li>- Be accurate and demonstrate attention to detail including through proper spelling and grammar</li> <li>- Preferably have some experience working with people in an advice-based role</li> </ul>

Candidates should send a CV and cover letter to [w4mp@parliament.uk](mailto:w4mp@parliament.uk) by 1200 on August 19th, indicating which job they are applying for.

