



Parliamentary Officer

One year Fixed-term contract to January 2017

Start date: Feb/Mar 2016

One year fixed term contract to 31 January 2017

Location: Clerkenwell, Central London

Reports to: Director

Annual leave: 25 days per annum

Salary: £28,000 depending on skills and experience. Pension 5% of salary.

Working Hours: 10am to 6pm, some evening working. Applications for flexible working will be considered.

Applications on ILPA's standard form should be sent to Elizabeth.White@ilpa.org.uk no later than 11pm on Sunday 10th January 2016. Forms can be downloaded from our website, www.ilpa.org.uk/jobs.html Tests and interviews will be held on Wednesday 27th January 2016. Shortlisted candidates will be notified by Tuesday 19th January 2016. No CVs please. Applications from individuals only – no agencies.

Immigration Law Practitioners' Association

Lindsey House, 40-42 Charterhouse Street, London, EC1M 6JN

Tel: 020 7251 8383 Fax: 020 7251 8384 www.ilpa.org.uk

Job description

Purpose of job

- To strengthen ILPA's capacity to undertake parliamentary work. To work with the Director and the legal team to support ILPA's parliamentary work and ensure effective communication of legislative developments within ILPA.
- To support immigration, asylum and nationality law practitioners and those working alongside them to improve immigration, refugee and nationality practice and law through developing their capacity to undertake parliamentary work

Responsibilities

1. To set up a parliamentary contacts database and have ongoing responsibility for recording contacts with parliamentarians and for updating the database on a daily basis.
2. To research information and support staff in accessing information from the political intelligence, parliamentary monitoring and consulting service used by ILPA.
3. To audit and evaluate the way in which ILPA identifies, stores, organises, interrogates, retrieves and disseminates information relating to its parliamentary work.
4. To use the appropriate information from the parliamentary contacts database and update ILPA's in house data that will be held in an in house database. To have the ongoing responsibility for ensuring that the contacts database and the in house database are used and updated on a day to day basis.
5. To establish and devise protocols and procedures for the use of the parliamentary contacts database and the in house system by ILPA and how it will be kept updated after the end of the 12 month period.
6. To ensure ILPA members are supported and trained in parliamentary processes and systems to enable them to support our parliamentary work more effectively
7. To keep records of contacts with parliamentarians.
8. To take responsibility, where requested, for organising Parliamentary receptions or lobbies, often working with other staff.
9. To conduct research into parliamentarians' subject interests and identify new supporters for our objectives in relation to ILPA priorities and also legislation being considered by parliament.
10. To ensure that ILPA's website is updated with news about major developments in relation to our parliamentary activities.
11. To use ILPA's CRM (Salesforce) to record members contributions to our influencing work such as responses and consultations
12. To perform other relevant duties as requested by the Director

Person Specification

Essential

- Experience of setting up and managing contact databases.
- Knowledge of and an understanding of government structures and processes.
- Experience of researching and collating information from a range of sources.
- Experience of using office information and communication systems -manual and electronic, to produce correspondence and other documents.
- Experience of using a CRM system (preferably Salesforce).
- Demonstrated ability to organise time effectively, creating work schedules, prioritising and planning workload and meeting deadlines.
- Demonstrated ability to communicate effectively, both verbally and in writing, adapting style to suit the audience.
- Demonstrated commitment to Equal Opportunities and to ensure all activities are consistent with the ILPAs Equal Opportunities Policy.
- To be willing and able to undertake occasional evening and weekend work.

Desirable

- Knowledge of the law in general and immigration, asylum and nationality law in particular.
- Experience of working in a charity or membership organisation
- Experience of working with parliamentarians (gained in or outside of Parliament).
- Knowledge of Parliamentary procedure and business practices
- Experience of organising and delivering training
- Experience of using the DeHavilland parliamentary contact system