



**Parliamentary and Information Officer**

**Start date:** Jan/Feb 2017

**Location:** Clerkenwell, Central London

**Reports to:** Chief Executive

**Annual leave:** 25 days per annum

**Salary:** £28,000 to £30,000 depending on skills and experience. Pension 5% of salary.

**Working Hours:** 9.30am to 5.30pm, some evening working. Applications for flexible working will be considered.

Applications on ILPA's standard form should be sent to [Nicole.francis@ilpa.org.uk](mailto:Nicole.francis@ilpa.org.uk) no later than **9am on Monday 28th November 2016**. Forms can be downloaded from our website, [www.ilpa.org.uk/jobs.html](http://www.ilpa.org.uk/jobs.html)

Tests and interviews will be held on Friday 9<sup>th</sup> December 2016. Shortlisted candidates will be notified by Friday 2<sup>nd</sup> December 2016. No CVs please. Applications from individuals only – no agencies.

Immigration Law Practitioners' Association  
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## **Parliamentary and Information Officer - Job description**

### **Purpose of job**

To work with the Chief Executive 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

To identify, store, organise, interrogate, retrieve and disseminate information relevant to the work of the Immigration Law Practitioners' Association.

### **Responsibilities:**

1. To identify, store, organise, interrogate, retrieve and disseminate information relevant to ILPA's work especially our parliamentary work.
2. To ensure ILPA members are supported and trained in parliamentary processes and systems to enable them to support our parliamentary work more effectively.
3. 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.
4. To record forthcoming consultations and ILPA responses to consultations from government, parliament and other bodies; update consultation page on website. Use ILPA's CRM to record members contributions to our influencing work such as responses and consultations
5. To manage the protocols and procedures for the use of the parliamentary contacts in Salesforce.
6. Develop and maintain ILPA's website and CRM database: upload resources to database; contribute to website layout and design and ensure that it is updated with news about major developments in relation to our activities.
7. Provide support for ILPA working groups.
8. Monitor and evaluate ILPA's use of its information.
9. Coordinate production of ILPA monthly mailing and the European update.
10. Organise the ILPA Annual General Meeting (venue/speakers/catering etc).
11. To take responsibility, where requested, for organising Parliamentary receptions or lobbies, often working with other staff.
12. To perform other relevant duties as requested by the Chief Executive

## **Person Specification**

### **Essential**

- Knowledge of and an understanding of government structures and processes and Parliamentary procedure and business practices.
- 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 developing, populating and interrogating CRM databases (preferably Salesforce).
- Experience of developing databases of resources for presentation on a website and of uploading and managing these online.
- 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.
- Proven ability to support and enthuse others to improve information management.
- To be willing and able to undertake occasional evening and weekend work.

### **Desirable**

- A degree or postgraduate qualification in information management or a law degree or work in a law firm, barristers chambers or other organization providing legal representation.
- Experience of working in a charity or membership organization.
- Experience of working with parliamentarians (gained in or outside of Parliament).
- Experience of organising and delivering training.