



Job Description and Person Specification

Green New Deal Group - Parliamentary Coordinator

Overview of the role

Based in the office of Caroline Lucas MP and working as part of her small team at Westminster to ensure the principles of the Green New Deal are retained and actively promoted; other MPs are actively involved in taking the concept forward; and the delivery of effective external communication to promote the Green New Deal.

Salary:	<i>£33,600 pro rata</i>
Hours:	<i>15</i>
Job type:	<i>One year contract in the first instance</i>
Location:	<i>House of Commons</i>
Line manager:	<i>Chief of Staff for Caroline Lucas MP</i>
Key relationships:	<i>Green New Deal Group, Green New Deal Rising, Global Alliance for a Green New Deal</i>

Application process:

Applications to be submitted by 5pm on 27th October 2022. Interview are expected to take place the following week on November 3rd.

Please email a copy of your CV together with a personal statement (no more than 2 sides of A4 in length) to caroline.lucas.mp@parliament.uk

Principal Roles and Responsibilities

Parliamentary work

- Identify and prepare cross party parliamentarians for proactive and rapid reactive interventions and opportunities to promote the Green New Deal.
- Ensure MPs work on the Green New Deal is joined up with that of other related initiatives and campaigns.
- Work with other research staff to prepare briefings for MPs, often at very short notice.
- Research and write speeches.

- Carry out policy research that will contribute to ensuring the Green New Deal is radical and cutting edge.
- Help ensure that the UK Green New Deal remains equally focussed on job creation, just transition, community ownership, the decarbonisation of the economy and environmental regeneration and protection.

Communications

- Create and deliver a strategy for promoting and popularising the Green New Deal using social media channels and video content, including proposing original ideas, scripting and making videos, and monitoring effectiveness.
- Contribute to monitoring news and related developments, with a view to identifying opportunities for rapid reactive communications in support of the Green New Deal.
- Research and write articles, comment pieces and social media content
- Maintain the Green New Deal Group website.
- Monitor related UK Government and international policy, and that of other political parties, providing briefings for MPs where needed.
- Provide the secretariat for the All Party Parliamentary Group on the Green New Deal, organising meetings and providing briefings.
- Work with the staff of MPs on the parliamentary caucus for the Green New Deal to co-ordinate the work of the caucus.
- Attend steering group meetings of the Global Alliance for a Green New Deal

Relationships with think tanks and the movement for a Green New Deal

- Ensure that political initiatives in support of the Green New Deal are connected with, and informed and shaped by, efforts to build grassroots support for a UK Green New Deal programme, primarily through liaison with Green New Deal Rising.
- Liaise with the members of Green New Deal UK, including to ensure they are kept informed about parliamentary work and briefed on political opportunities.
- Maintain relationships with think tanks, NGOs, community projects, individuals who are working towards the delivery of a Green New Deal for the UK.

Person Specification

	Attribute	Essential/desirable
Experience	At least 2 years' experience of working strategically in a related policy or political context.	Essential
	At least 2 years' experience of communications in a political environment	Desirable
	At least 2 years' experience of writing policy briefings and carrying out research	Desirable
Skills/abilities	Proactive, decisive and well organised, with the ability to meet tight deadlines	Essential

	Excellent written and oral communication skills	Essential
	Ability to predict and monitor news cycles with a view to identifying opportunities	Desirable
	Strong political antennae and knowledge of the political landscape	Essential
	Ability to write copy fast, accurately and accessibly	Essential
	Ability to manage multiple priorities and switch focus at short notice	Essential
	Strong team skills and the ability to develop good working relationships	Essential
	Ability to thrive working under pressure and meet the demands of a fast moving political environment	Essential
	Confident to interact with politicians, senior staff etc	Essential
Knowledge	Understanding of the current political climate and Caroline Lucas MP's role within it	Essential
	Excellent understanding of climate change, energy and green economic issues	Essential
	Strong relationships with relevant organisations and campaigns	Desirable
	Good IT skills	Essential
Personal attitudes	A genuine commitment to the aims and policies of the Green New Deal	Essential
	Trustworthy and reliable – a safe pair of hands for confidential information	Essential
	Creative and open minded with a willingness to innovate in pursuit of the objectives of the role	Essential
Personal circumstances	Eligible to work in the UK	Essential
	Able and willing to work occasional unsocial hours and outside of normal office hours as required	Essential

	Not a member of another UK political party	Essential
Equality	Committed fully to the principle of Equal Opportunities	Essential