



Job Description

Job Title: Parliamentary Adviser

Job Locations: Haywards Health, UK

Reports to: Head of Multilateral Engagement and Campaigns, (Policy & Global Advocacy Directorate)

Responsible for: N/A

Department: Policy and Programme Strategy (PS2)

Job Purpose:

- To lead Sightsavers' UK Parliamentary engagement and activity. Taking responsibility for building relationships with UK decision-makers and influencers across Westminster.
- To use parliamentary and political processes to support global influencing objectives.

Principal Accountabilities include:

Leading Sightsavers Parliamentary related activity in the UK (80%)

- Develop and lead the implementation of Sightsavers' UK Parliamentary Strategy.
- Support the Policy and Global Advocacy Directorate (PGA) to engage with UK parliamentary processes as they are relevant to the team's influencing objectives.
- Monitor UK parliament and identify opportunities to engage in parliamentary processes according to their relevance to the organisations work, in particular the objectives of PGA.
- Develop and manage relationships with parliamentarians (MPs and Peers) and MP researchers, advisors and other parliamentary officials and staff across all political parties.
- Identify opportunities for Sightsavers to engage in the work of relevant Parliamentary mechanisms such as Select Committees and All Party Parliamentary Groups etc. and work with colleagues across PGA to draft and submit evidence when necessary.
- Lead, plan and co-ordinate parliamentary events when necessary to deliver the organisation's influencing aims.

- Maintain up to date parliamentary knowledge and relationships, distributing policy and campaign communication assets to key stakeholders including MP's, Peers, and Select Committee and All Party Group members.
- Manage the parliamentary database and take responsibility for drafting parliamentary materials such as Parliamentary Questions (PQs) Debate Briefings and other materials when required.
- Manage relationships with public affairs providers such as political monitoring agencies.

Representation, media and organisational (20%)

- Represent Sightsavers to external stakeholders including decision makers, Parliamentarians and NGOs, deputising for the Campaign Manager when required.
- Organise and inform meetings with Parliamentarians for other senior staff where relevant.
- Work closely with the Communications team to raise the profile of Sightsavers parliamentary messages and help position Sightsavers as a credible policy voice across Westminster.
- Provide content such as comments or blogs for the Communications team as required and engage in other relevant social media activity.
- Contribute to broader team objectives and decision-making where relevant.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

- Knowledge and experience of UK Parliament. Experience of influencing across the Houses of Parliament. 3 years' experience of engaging or working within Parliament.
- A proven track record of delivering parliamentary influencing strategies that achieve high level change.
- Demonstrable knowledge and experience of working with a wide range of UK parliamentary and political stakeholders.
- Detailed understanding of the parliamentary processes across both Houses of Parliament and experience of using parliamentary processes to deliver change.
- Experience of monitoring and using parliamentary processes to deliver change.

Skills (Special Training or Competence):

- Ability to project manage effectively and deliver against agreed deadlines.

- Ability to represent the organisation to external bodies
- Strong presentational and public speaking skills.
- Strong intellectual skills for dealing with complex multifaceted issues
- Relationship building skills with internal and external audiences
- Excellent communication skills and influencing skills
- Ability to prioritise and work under pressure
- An understanding of and commitment to equality of opportunities for people with disabilities.

Core Behaviours:

- Communicating & Influencing
- Team Working
- Planning & Organising
- Change & Improvement
- Decision Making
- Delivery and Implementation
- Excellent interpersonal and collaborative skills.
- Ability to network and inspire others to collaborate.
- Persuasive.
- Resilient
- Action orientated
- Strong team player

Key Relationships:**Internal**

- Director, Policy and Global Advocacy
- Head of Multilateral Engagement and Campaigns
- Policy Campaign Manager and Campaign Advisor
- Head of Policy
- Head of Advocacy
- Policy Advisors
- Communications Team

External

- Government, Parliamentary and Political decision-makers and influencers across Westminster
- Parliamentary researchers and staff, including MP researchers and Committee Clerks etc.
- Relevant networks
- Sector peers

Date as of: January 2019

