



JOB DESCRIPTION – PARLIAMENTARY OFFICER

Employer: Parliamentary Christian Trust (Registered charity: 1168573)

Location: Palace of Westminster

Role summary: Management & administration of the ministry of the Christians in Parliament APPG (“CiP”), which exists to support all Members and staff in their work in Parliament, including the National Parliamentary Prayer Breakfast. The role is part of a team of three reporting to the Chair of Christians in Parliament. This is a full-time role, but there is potential to discuss flexible working options.

Key responsibilities: Providing administrative & logistical support to the CiP team to ensure an effective events programme in the House of Commons including: chapel services, guest speaker events, discussion events, staff prayer meetings & Bible study groups. This will include managing weekly communications with Members and staff, co-ordinating event invitations and other mailings and providing timely and accurate management of the CiP database.

In partnership with the Senior Parliamentary Officer, project manage the delivery of the annual National Parliamentary Prayer Breakfast, a major parliamentary event. This includes developing and managing invitation lists and databases, building and maintaining relationships with partner organisations and overseeing the invitation & booking process.

Management of the APPG; ensuring compliance with Parliamentary procedures, organising the AGM and compiling the annual report and financial statement. Managing the day-to-day finances and invoicing, ensuring good record keeping.

Managing & coordinating CiP’s communication channels including maintaining the CiP website, CiP social media channels, CiP email account and responding to day-to day enquiries.

As an active member of the CiP team, you will be involved with outreach & discipleship opportunities amongst staff, including prayer meetings & other initiatives as appropriate.

Person specification:

- A capable and motivated administrator.
- A good team player, able to be part of a small, collaborative team in enabling the ministry of CiP.
- A strong relationship builder, able to engage well with a variety of internal and external stakeholders.
- Good written communication skills.
- A self- starter, able to seize the initiative and always seeking to improve processes and ways of working.
- A can-do attitude and ability to problem solve.
- High attention for detail and able to consistently produce high quality and accurate work.
- Able to juggle multiple, competing priorities.
- Financially competent, able to oversee payment of invoices and keep accurate records.
- An ability to develop a detailed knowledge of Parliament and procedures.
- Strong IT skills, including Office applications (Outlook, Excel, Word), MailChimp, Audio editing software and basic website maintenance (non-technical).
- Committed to active involvement in the work of CiP and passionate about commending the truth and relevance of the Christian faith to those working in Parliament.
- There is an occupational requirement for this post to be filled by a person committed to the Christian faith.
- The individual will need to complete a DBS check.