



PARLIAMENTARY AND POLICY ASSISTANT

Role:	Parliamentary and Policy Assistant
Location:	Our Parliamentary and Policy Assistant will primarily work in Westminster
Salary:	£28-30,000 (depending on experience)
Hours:	This is a full-time role
Benefits:	We're proud of our small, friendly team and are committed to helping our staff develop and thrive. We provide an employee training budget to support employees to build their knowledge and skills. We also offer paid Value Days, giving you time to volunteer or choose slower, more sustainable ways to travel. We recognise that flexibility is important and will consider flexible working requests where they are compatible with the requirements of the role and the organisation.
Reports to:	Director of Programmes
Contract:	This is a fixed-term contract for 12 months, with potential to extend
Starting date:	As soon as possible
Deadline for applications:	21 September 2026
First interviews:	29 September – 9 October 2026

About us

Peers for the Planet (P4P) is a cross-party group of over 160 members of the House of Lords working to put climate and nature at the top of the political agenda.

We help Peers to scrutinise, debate and amend legislation by ensuring they have access to high-quality evidence and expert insight across a wide range of policy areas. We do this by providing analysis, support, specialist briefings, events and practical help, enabling Peers to contribute to debates, ask questions and propose changes to legislation. We also connect Peers with leading expert organisations and we advise partners across civil society, academia and industry on how to engage effectively with parliamentary processes.



Since P4P was established in 2020, climate and nature issues have gained far greater prominence in the Lords. Peers from our cross-party group have secured landmark legislative reforms and more ambitious policies across government departments.

More information about Peers for the Planet can be found at www.peersfortheplanet.org

Role purpose

We are seeking to recruit a Parliamentary and Policy Assistant to support our legislative and policy programme. This is an excellent opportunity for someone who wants to develop a career in environmental policy while gaining first-hand experience of how Parliament and the legislative process work, and insight into the nuts and bolts of the operations of a small not-for-profit environmental organisation.

Working as part of a collaborative team, you will monitor parliamentary activity; research environmental policy; help prepare briefings and updates; support engagement with parliamentarians and stakeholders; contribute to communications; and help deliver events. No two days will be the same and you will gain broad exposure to the work of a busy policy team.

Role profile

- Monitor parliamentary activity including questions, debates, select committees, and legislation.
- Support with preparation of written briefings and other outputs, such as weekly summaries and updates.
- Undertake research on climate change, nature and other related environmental policy areas to inform legislative work, briefings and regular policy updates.
- Provide support to the legislative and policy team including through research, reviewing Hansard and logging and tracking updates
- Assist with data capture and entry into organisational databases.
- Support senior colleagues in preparing for meetings with parliamentarians and external stakeholders.
- Support the delivery of the organisation's communications activity as required, including assisting with drafting website content, blogs and social media posts.
- Support the team with the delivery of parliamentary and external events and visits including venue booking, coordinating invitations, assisting with preparation of event materials and providing administration and logistical support.
- Provide day-to-day administrative support to policy and legislative colleagues, including document filing, note taking in meetings and coordination of meetings.
- Attend parliamentary and external events to support policy research, insights and stakeholder outreach.
- Undertake ad hoc projects and tasks as required.



Skills/experience

We welcome applicants from a range of backgrounds who are interested in politics and parliamentary process. More important than any particular qualifications or experience is your ability to communicate effectively; express ideas clearly and precisely in writing; manage competing priorities with a can-do attitude; and work with accuracy and attention to detail. If you are intellectually curious, proactive, and eager to develop your skills and knowledge while contributing to meaningful policy change, we would be delighted to hear from you.

Key knowledge and skills for the role include:

- Knowledge of or an interest in legislation and parliamentary processes.
- Good judgement and eagerness to develop strong political instinct
- Persuasive and clear communicator (oral and written).
- Happy to work in a fast-paced environment with a willingness to work in a flexible and agile way.
- Team-oriented and collaborative: able to build great relationships with colleagues and stakeholders.
- Good IT and social media skills.
- A personal commitment to climate change and environmental issues.

Application process

Please [apply here](#) with your CV plus a cover letter of no more than 400 words, by 5pm on 21 September 2026. Your CV and cover letter should help us understand your unique experiences, skills and approach, as well as give us a sense of your communication style. We encourage you to write your CV and cover letter in your own words, without reliance on AI tools – applications that appear to be AI-generated are less likely to be shortlisted.

We are committed to increasing the diversity of our team and we particularly welcome applications from people currently under-represented in the climate and environment sector.

Applicants must have the right to work in the UK as unfortunately we can't sponsor visa applications.