

## Supporting a thriving Parliamentary democracy

<b>Job Title:</b>	<b>Administration Officer – Participation (Internship)</b>
<b>Salary:</b>	Band C £26,715-£30,370 per annum (Appointment will normally be made at the minimum of the pay range)
<b>Team:</b>	Participation – Strategy Team
<b>Number of Posts:</b>	1
<b>Contract Type/Duration:</b>	12-months internship

### Team Information

The Participation Team works to open up Parliament, to give the public a voice and to shape Parliament in the interests of the public. We reach out to communities and audiences across the UK, promoting an understanding of the role and relevance of both Houses, inspiring people to get involved and empowering people to have a voice. We also look after and develop Parliament's nationally and internationally significant heritage collections with a mission to increase public and parliamentary access to, and engagement with, these collections through the provision of outstanding care, management, conservation and interpretation.

Our well-established public engagement activities continue to expand. Over 2 million people participate in outreach and engagement activities across the UK through workshops, events and the annual UK Parliament Week. A further 500,000 directly engage in activities at Parliament, including through tours of the Palace of Westminster and school workshops in our world-class Education Centre.

The Participation Team is committed to increasing diversity and to maintaining an inclusive workplace culture. We welcome and encourage applications from everyone.

### Job Information

The role is based in the Strategy Team within Participation but will work across Participation's Heritage Collections, Communication and Audiences *and* Strategy Teams.

The Strategy Team supports delivery of our strategic objectives, and is responsible for departmental finance, business resilience, people capability, internal communications and digital planning, as well as Participation's three Restoration and Renewal (R&R) workstreams. This post will provide administrative support across these varied functions, and to the Director of Strategy.

The Communications and Audiences Team (CAT) promotes understanding of, and engagement with, the work of the House of Commons through public enquiries, marketing and digital engagement.

The Heritage Collections Team comprises the Parliamentary Art Collection, the Historic Furniture and Decorative Arts Collection, and the Architectural Fabric Collection. The team manages upwards of

26,000 collection items and is responsible for conservation, research and interpretation, curation, documentation, loans, commissions, acquisitions and object moves and storage.

This is an exciting opportunity to support public engagement work in both Houses and gain experience of working in a dynamic and fast-paced environment.

There are no line management responsibilities associated with this post.

## **Responsibilities**

- Provide and co-ordinate administrative support to Participation's CAT and Heritage Teams
- Work alongside the Strategy Team Administrator in providing administrative support to the Strategy Team
- Support and liaise with senior leaders for diary management, exercising judgement where needed
- Schedule meetings and arrange room bookings, AV and other equipment as required
- Attend meetings; circulate agendas, take notes and record outcomes, taking the initiative to share key information with relevant stakeholders
- Collate, input and maintain accurate data relating to a variety of team functions. Analyse and draw conclusions from relevant data.
- Plan and organise events and workshops with guidance from line manager where required
- Gather information from other teams and sources as necessary, ensuring the accuracy of this information and undertake research on request
- Have contact and communicate with staff and Members of both Houses as well as with outside organisations and suppliers.

## **Security**

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

You should be aware that if you have resided outside of the UK for a total of more than two of the last five years, you are not eligible to receive security clearance to work on the Parliamentary Estate.

[Click here](#) for further information.

## **Hours**

We welcome applications from candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

## **Band A – E Positions (Full-time)**

Net conditions full-time working hours for staff of the House are 36 hours per week. This

excludes daily meal breaks of one hour. The exact daily times of attendance will be agreed with line management.

## Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability or suffer from a difficulty or disadvantage in your workplace.

## Application and Selection Process

You should submit a CV and short supporting statement (max. 1200 words) outlining your skills and experience specifically relating to criteria 1, 2, 3 and 4 – see Skills and Experience section for further details on the criteria.

We may ask you to complete a test, presentation or other assessment as a part of the recruitment process. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

If you are invited to interview, we will ask you a combination of competency questions and role-specific questions solely based on the criteria listed in the Skills and Experience section. All 6 criteria will inform the questions asked at the interview stage.

As a Disability Confident Leader, it is important that we are able to make appropriate arrangements or adjustments where necessary in order to create a full and equal participation in the selection process. If you require any reasonable adjustments, please contact the recruitment team to see how we can meet your needs.

## Our Values

The House Service is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

**Inclusive:** We value everyone equally; We respect each other; We all have a voice.

**Courageous:** We try new things; We own our actions and decisions; We learn from our mistakes.

**Trusted:** We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

**Collaborative:** We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

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## Skills and Experience

There are no formal qualifications required for the role.

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### Criterion 1

The ability to demonstrate excellent organisational skills and manage the diary of a senior leader. Prioritise a wide variety of tasks to meet deadlines while remaining calm under pressure.

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### Criterion 2

Relevant administrative experience including the use of Microsoft Office 365 applications (especially Word, Excel, and Outlook); Ability to quickly learn new IT skills.

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### Criterion 3

Experience of working effectively in a team environment, and the ability to demonstrate a collaborative approach to your work whilst upholding a commitment to equality, diversity and inclusion.

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### Criterion 4

Excellent communication skills with the ability to write concisely and clearly, whilst adapting style and content to meet audience needs.

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### Criterion 5

Self-motivated and proactive – able to work independently, take the initiative, willingness to continually develop subject knowledge and expertise in the role.

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### Criterion 6

Excellent attention to detail with the ability to accurately record and analyse data

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