



Job Title: Parliamentary Officer/Researcher

Working For: APPG on British Muslims

Contract Type: Part time (3 days per week) Fixed term contract for 6 Months.

Location: London, SW1A

Job Details

This is an exciting 6-month opportunity for someone interested in politics and British Muslim communities to learn and develop skills in Parliamentary procedure and gain broad experience in public affairs relating to equality and social cohesion.

About the APPG

The purpose of the APPG on British Muslims is to highlight the aspirations and challenges of British Muslims, celebrate the contributions of Muslim communities to Britain and investigate prejudice, discrimination, and hatred against Muslims in the UK.

Candidate Job Role and Profile

Reporting to the Secretariat that engages with MPs and Peers who are officers of the APPG, the parliamentary officer will:

- Develop and maintain current knowledge of Bills, policy announcements, policy reviews, official publications, public inquiries or other Government commissioned policy research and reports, and Early Day Motions.
- Identify opportunities for APPG Officers and Members via public letters, press releases, comment pieces, and parliamentary questions.
- Ensure APPG Members are presented with policy-focused briefings on relevant issues ahead of debates and events.
- Develop and maintain regular contact with MPs, on issue/group based interests to advance APPG activities and engagement with parliamentarians.
- Work with APPG staff to ensure parliamentary activities are clearly and effectively communicated to relevant stakeholder groups including parliamentarians, other APPGs, and British Muslim organisations.
- Secure media coverage of the Group's activities; placing articles, open letters, blog-posts and quotes.

The ideal applicant will have:

- Outstanding written and oral communication skills.
- Initiative and drive; the ability to work unsupervised and a willingness to work hard within a small team.
- Be politically aware and have great networking and relationship building skills.
- A commitment to the goals and values of the APPG.
- A good understanding of parliamentary process.

- Experience of writing briefing papers, articles, op-ed contributions.
- Degree or equivalent qualification.

We recognise under-representation of British Muslims in the civil service and specifically in roles working closely with parliamentarians. Therefore, we encourage candidates who identify as British Muslim to apply.

Closing Date: 29th August 2022, 4pm

Interviews will be held in the week commencing 5th September 2022

The start date is expected to be in mid-September 2022 but can be flexible for the right candidate.

Other Information

Payment during the six-month contract will be commensurate with the London Living Wage for a part-time three-days-a-week position.

The successful candidate must be available to attend the office in London regularly but there will be some scope for remote working.

How to Apply

To apply please send a CV and covering letter by the closing date to admin@appgbritishmuslims.org

Website: <https://appgbritishmuslims.org/>

Twitter: @appgbritmuslims