



Naz Shah MP

Member of Parliament
for Bradford West

Aziz Foundation Parliamentary Intern – Naz Shah MP

Role: Parliamentary Intern

Location: House of Commons

Working Hours: Monday - Friday, 10am - 5pm (Full time)

Working for: Naz Shah MP (MP for Bradford West)

Length of Contract: 6 months fixed term from February 2025 to July 2025 (subject to security clearance)

Overview

Naz Shah MP is looking for a committed and hard-working Parliamentary intern to support her in her Parliamentary duties.

The candidate is required to have significant knowledge of and commitment to Bradford and its diverse communities. The successful candidate must understand the issues important to Bradford and share an interest in Naz's policy portfolio and wider political interests. Having good political awareness is essential, as is a decent overall understanding of current political issues. The successful applicant must be able to work independently when required and be a fast learner. Experience in politics is desirable but not necessary. Sympathy with the aims and principles of the Labour Party is essential.

Responsibilities will include:

- Assisting the Parliamentary Researcher with their day to day duties
- Carrying out research into policy issues
- Drafting Parliamentary questions, briefings, and speeches

- Working on policy campaigns
- Monitoring constituency-based and national issues and explaining any issues competently to the member
- Supporting general office administration and monitoring the diary
- Planning and delivering on a social media strategy
- Drafting press releases and articles
- Attend and participate in meetings
- Editing and sub-titling videos for social media

Essential qualities

- A good understanding of Naz Shah MP's priorities and areas of focus
- Excellent organisational, administrative, and planning abilities
- Competent communicator
- Being able to research, draft and write well
- Strong political awareness and being up to date with current affairs
- Experience using Microsoft Office
- Experience in using Adobe softwares, Canvas (and other social media editing platforms).
- Ability to contribute something unique which will greatly benefit the team
- Sympathy towards the aims of the Labour Party

Upon appointment, you must comply with the Baseline Personnel Security Standard, undertaken by the Members Staff Verification Office (MSVO). See the Members Staff Verification Office (MSVO) page for further info. MPs generally pay staff in accordance with IPSA guidelines.