

Nuclear Weapons Policy Liaison Group

Parliamentary Support Officer Person Specification

To be effective, the group needs an experienced parliamentary worker to assist the group in building and interacting with regular contacts in Parliament and Whitehall. The post holder will need to be able to interact with very different types of people across a wide spectrum and to be sensitive to issues of confidentiality.

ESSENTIAL

- Must be legally entitled to work in the UK, and must be willing to be based in, or within reasonable commuting distance of, London.
- Excellent written and verbal communications skills.
- Excellent interpersonal skills, including the ability to communicate effectively with people in senior positions.
- A good working knowledge of Windows-based software, including Excel, and electronic communication.
- Strong organisational, coordination and forward planning skills.
- Proven ability to be innovative and creative in approach.
- Proven ability to manage own time effectively and to respond rapidly to changing situations
- A willingness and ability to work flexible working hours, when needed.
- Knowledge of the British political and parliamentary system
- Experience of working in sensitive situations and with confidential material.
- Experience of working to tight deadlines.
- Experience of coordinating and managing information.
- Ability to conduct primary research and provide analysis if necessary.
- Experience of organizing different types of meetings and events, including private 'off record' seminars and meetings.

DESIRABLE

- Experience of working within the parliamentary system
- Experience of working with a voluntary management structure.
- Knowledge of and an interest in international affairs and nuclear weapons issues