

Universities UK is offering an exciting opportunity to be part of a busy political affairs team to support our political engagement and parliamentary campaigning activities.

With the UK's exit from the EU on the horizon, and a government review of post-18 education and funding published, the work of the political affairs team is at the forefront of UUK's priorities for the year ahead.

The Political Affairs Assistant will play a significant role in supporting the team to build relationships with politicians through event management and external communications. The post-holder will have excellent organisational skills, be proactive in monitoring key political developments and be able to communicate confidently with a range of stakeholders. Experience in a Westminster or Whitehall context is desirable.

Political Affairs Assistant (Operational 2)

Job Description

- Providing administrative, political monitoring and research support to the UUK political affairs team
- Provide administrative support for UUK's role as secretariat of the All-Party Parliamentary Universities Group, including attending meetings
- Monitoring and disseminating political and parliamentary developments
- Research on political targets for UUK influencing
- Research for briefings for parliamentarians ahead of parliamentary debates and oral questions
- Administering UUK political mail outs to parliamentarians
- Preparing invites and related correspondence to parliamentarians and other stakeholders for UUK political events and other activity
- Managing and maintaining stakeholder contact databases
- Managing and logging UUK parliamentary activity, such as mentions in debates and parliamentary questions tabled
- Administration of UUK political affairs events and meetings including minute taking

- Arranging and providing logistical support for internal and external meetings
- Support the team in compiling items for UUK newsletters
- Carrying out duties to support the political affairs team as required
- The post-holder will be part of the Communications Group, line-managed by the Senior Political Affairs Officer. They will be expected to work as part of a cross-functional team on high-priority projects and may be asked to carry out other duties in support of communications/campaigning priorities.

Person Specification

Essential/ Desirable	QUALIFICATIONS AND TRAINING	ASSESSED
A. WORK BACKGROUND AND EXPERIENCE		
<i>Essential</i>	Knowledge and experience of working in a political, communications or campaigning environment	<i>Application form/ interview</i>
B. SKILLS AND APTITUDES REQUIRED		
<i>Essential</i>	Extremely high standard of written English including drafting letters, newsletters, and briefings for a range of audiences	<i>Test</i>
<i>Essential</i>	Confidence in communicating to senior staff and external stakeholders such as parliamentarians	<i>Interview</i>
<i>Essential</i>	An ability to summarise complex information and policy ideas in ways that are suitable for political audiences	<i>Interview</i> <i>Application form / interview</i>
<i>Essential</i>	Confident in administering events, from arranging invites to catering, and speaker briefings	
<i>Essential</i>	Be highly organised and well planned with proven experience of strategic coordination of people, information, diary management and relationships	<i>Interview</i>
<i>Essential</i>	Ability to provide proactive and timely support on several projects at once while maintaining quality and attention to detail. Must be capable of prioritising own workload to ensure key deadlines are met	<i>Application form / interview</i>
<i>Essential</i>	IT literate (knowledge of MS Office and databases) with ability to manage and maintain key information and databases such as contact lists	<i>Interview</i>

C. SPECIALIST KNOWLEDGE REQUIRED		
<i>Essential</i>	An demonstrable interest and understanding of the political environment relevant to higher education	<i>Application form/ interview</i>
D . PERSONAL QUALITIES		
<i>Essential</i>	Flexibility to the needs of the organisation, including attendance of events when required.	<i>Interview</i>
<i>Essential</i>	Can-do attitude and willingness to take on additional responsibilities as required	<i>Interview</i>
<i>Essential</i>	Ability to work under pressure in a calm, professional and efficient manner.	<i>Application form/ interview</i>