



Job Application Pack

Communications and Project Co-ordinator Delegated Legislation Review

Deadline: 12 Noon, Wednesday 28 April 2021



ABOUT YOU AND THE ROLE

The Hansard Society is looking for a Communications and Project Co-ordinator for our new Review of Delegated Legislation.

If you are interested in law and politics, and think parliamentary scrutiny matters, then this is a great opportunity to contribute to a major review of one of the significant constitutional and legal challenges facing the country. The problems with the delegated legislation system have long been known but Brexit and Covid-19 have illuminated them in stark terms. Our Review will lay out a comprehensive plan to address them. The Review work will be carried out by Hansard Society staff, with the support of an advisory board, and core funding generously provided by the Legal Education Foundation.

The purpose of this new role is to:

- co-ordinate the Review's programme of work;
- co-ordinate engagement with a network of stakeholders in other research and civil society organisations and the legal sector who are interested in or actively working on issues concerning delegated legislation, in order to maximise the impact of our interventions;
- deliver compelling, evidence-based research communications to inform and influence key audiences, building an effective case for reform of the delegated legislation system.

The Communications and Project Co-ordinator will play a crucial role in developing support for our reform proposals by enhancing our communications, particularly with MPs, about the value and importance of improving parliamentary scrutiny and accountability in this critical area of the legislative process. We are therefore looking for someone who is highly motivated, has an understanding of the legislative system and is capable of translating often complex concepts about parliamentary scrutiny processes into engaging content for a variety of audiences. You might be a communications professional with a good grasp of parliamentary politics and the law, or a researcher in law or parliamentary studies or a similar field who understands engagement and impact. You might have worked in Parliament, perhaps for a parliamentarian or a parliamentary body, and have experience co-ordinating stakeholders and communicating research findings.

Building and maintaining networks with a wide range of people at all levels of seniority in and around Parliament and government means you'll also need good inter-personal skills. Flexible and capable of working on your own initiative, you'll need to have the stamina to work, often up against tight deadlines, in a rapidly evolving political/parliamentary environment with minimal supervision. You'll have a good eye for detail and be very well organised.

This is a new role, so you will help shape how it develops but the ability to multi-task and juggle priorities is essential.

As our Communications and Project Co-ordinator, here's a taste of what you'll do:

- **Co-ordinate the Delegated Legislation Review's programme of work.** We have an 18-month plan of work that needs co-ordination and oversight to ensure the various strands – advocacy and engagement, briefings and events, research and publications – all dovetail and are delivered in a timely way. You will also be the first point of contact with the Review's advisory group, and be responsible for ensuring that we maximise the value of the advice and support its members provide.
- **Co-ordinate engagement with our stakeholder network.** You will develop and grow our network of people with an interest in the legislative process (e.g. parliamentarians, parliamentary staff, think-tanks, academic institutes, NGOs, and lawyers). Wherever possible, you'll work to foster partnerships to maximise the joint impact of our interventions and our calls for reform.
- **Communications.** Working with colleagues, you'll use our research findings and analysis to deliver compelling, evidence-based research communications to inform, engage and influence our key audiences in support of the Review's objectives. You'll draft and commission blogs and briefings, write press releases, compile newsletters, edit videos and utilise social media to amplify our message.
- **Events management.** You'll also be the lead organiser of some of our private and public events with parliamentarians and other key policy-makers, to foster dialogue and debate about reform of the delegated legislation system.

Your skills and experience

You'll be the right person for this job if:

- You have excellent verbal and written communication skills.
- You have an eye for a good story and know what it takes to help promote our research to parliamentarians, other policy-makers and commentators.
- You are well-organised, can manage projects, and have an eye for detail and the ability to juggle priorities and work with minimal supervision.
- You have exceptional people skills and are a collaborative team-player.
- You are a creative thinker and problem-solver with a 'can do' attitude.
- You have some understanding of the delegated legislation process gleaned either through work or study.
- You appreciate our mission, have good political awareness, and can commit to the non-partisan values and ethos of the Hansard Society.

WHAT WE OFFER

Contract: This role is funded through a grant from the Legal Education Foundation and is offered full-time on an 18-month fixed-term contract (subject to a probationary review) with the possibility of renewal, subject to funding and performance. The role may be of interest to applicants working in relevant fields who are eligible for secondment.

Salary: £34,000 per annum.

Pension: 7% contributory pension with a 2% minimum employee contribution.

Annual leave: 25 days plus the days between Christmas and New Year and bank/public holidays.

After successful completion of the probationary period, staff are also eligible for an interest-free season ticket loan (paid back via monthly salary deductions) and can purchase a bike through the Cycle-to-work Scheme (at reduced cost and repaid via salary deductions).

We support staff in developing their professional networks through bodies such as the Political Studies Association and the Study of Parliament Group.

The Society subscribes to an Employee Assistance Programme which offers advice and counselling via a confidential phone line and website, with advice provided on a wide range of subjects including personal financial and legal matters, and work-life balance.

Location: our office is situated near Westminster, on the 1st floor of Millbank Tower, 21-24 Millbank, London, SW1P 4QP. At the time of advertising, the office is closed due to the Covid-19 pandemic and all staff are working remotely. As and when the pandemic-related lockdown eases, staff will need to spend some time in the office together, but we anticipate being able to offer hybrid arrangements with some continued remote working.

Occasional travel may be required to other parts of the UK for meetings and events, and the role may, from time to time, involve weekend/evening work.

Please note that you must be entitled to work in the UK.

APPLICATION PROCESS AND DEADLINES

DEADLINE FOR APPLICATIONS: 12 Noon, Wednesday 28 April 2021

The Society is using an anonymised online application process for the first stage of recruitment. To apply, [follow this link](#).

Online application

The application has four parts:

1. About you: Here we ask you to complete some personal details. This information will not be visible to those assessing your application.

2. Practical questions: There is just one question here. You are asked to confirm that you are entitled to work in the UK.

3. Multiple choice test: There are 11 questions and you will have up to 25 minutes to complete the test. They cover comprehension, judgement, numeracy and verbal reasoning. Please make sure you've got a calculator and notebook to hand! Once you start the test a timer will count down in the top-right corner of the screen. You cannot exit and re-start the test once you begin. So, make sure you set time aside to complete it in full.

4. Short questions: Here we ask you to complete seven questions. This section is not timed. Each question has a 250-word limit. You can save your answers and leave the system if you want to. On your return, you can then amend your answers before submitting your application. The questions cover:

- Your motivation for applying to the Hansard Society.
- Knowledge/understanding of the delegated legislation system.
- Your approach to organising events.
- How you would prioritise different tasks.
- What skills you would bring to the role (x2 questions).
- How you would promote our work to the media (x2 questions).

Reviewing the applications

Each of your answers will be anonymised, randomised, and then reviewed by several different people. So, please don't refer in your answers to anything you have written in response to another question (e.g. do not write things like "as explained earlier"). Once all the applications have been reviewed anonymously, and the scores have been received from the different reviewers for each section, the resulting scores will be averaged. We will then compile a

shortlist of candidates for interview. We are grateful to all candidates for the taking the time to apply, and we think feedback is important. So, if you are not selected for interview we will nonetheless contact you and let you know how you performed.

We will only ask you to provide us with a CV and contact details for references if you score well on blind review and so reach the interview stage.

Interviews

First interviews will take place online via Zoom due to the pandemic-related lockdown. It is anticipated that these will take place week commencing 10 May 2021.

Second interviews will likely be held the following week. Subject to lockdown restrictions, this interview will be held in-person if possible.

Start date

As soon as notice periods allow for.

Enquiries

If you wish to discuss this post informally with the Director, Ruth Fox, please email recruitment@hansardsociety.org.uk and we will arrange a call at a mutually convenient time as soon as possible.

Your data

The personal data we collect as a result of your application will be processed in accordance with our [Privacy Policy](#).

We are an equal opportunities employer

We welcome and encourage applicants from all backgrounds. We do not discriminate on the basis of age, disability, LGBT or relationship status, pregnancy and maternity, race, religion and belief, sex or social class. Currently, BME people are under-represented in our staff team, so we would particularly welcome applications from these communities.

ABOUT THE HANSARD SOCIETY

Founded in 1944, the Hansard Society is the UK's leading source of independent research and advice on Parliament and parliamentary affairs.

A research and education Society dedicated to expounding the principles, practices and challenges of parliamentary democracy, the Hansard Society is widely recognised as the Westminster Parliament's 'critical friend'. It is an authoritative and rigorous source of non-partisan analysis, constructive criticism, and proposals for bold but practical reforms for Parliament. The Society's work supports the improvement of knowledge about Parliament and the development of reforms needed to shape our democratic institutions for the 21st century.

Our work

In addition to producing evidence-based ideas for the reform of Parliament, we publish [Parliamentary Affairs](#), one of the leading international political science journals dedicated to the study of representative democracy. Convening debate on topical political issues, we provide a non-partisan forum for the exchange of ideas about our democratic future, and we promote the improvement of knowledge and understanding of Parliament through a range of training programmes and services. Since 1986, our [international Scholars programme](#) has been educating young people from around the world to serve as future leaders in civic and political life. Regrettably, this programme is currently suspended due to the pandemic.

Our current work falls into eight key themes:

- **Brexit and Parliament**, including legislation, scrutiny, and treaty- and trade agreement-making;
- **Future Parliament**, including the Restoration and Renewal of the Palace of Westminster;
- **Governance of Parliament**, including administration, leadership, procedures and resources;
- **Making better law**, including delegated legislation and the legislative process;
- **Parliaments around the world**, including our participation in the [Global Research Network on Parliaments and People](#);
- **Parliamentary scrutiny**, including select committees and financial scrutiny;
- **Political engagement**, including our annual [Audit of Political Engagement](#) study;
- **Representation**, including elections, parties and the role of MPs and other representatives.

We have also developed a **Statutory Instrument Tracker®**, responding to a need identified in our research for improved access to the delegated legislation process by people outside Parliament. This legislative-monitoring forms the core of our data-driven analysis and

commentary on the work of the UK Parliament. We also provide bespoke procedural training programmes.

Our trusted role as Parliament's 'critical friend' enables us to host a diverse range of debates, lectures, seminars and workshops to discuss topical political and constitutional issues. We are currently hosting the first-ever online hustings for the election of the new Lord Speaker.

Governance

A registered charity, the Society is a membership organisation which is governed by an independent [Board of Trustees](#) including representatives from across the political spectrum. The current chair is the Rt Hon the Baroness Taylor of Bolton. Other Trustees include the former Clerk of the Parliaments, the former Chair of the Commission on Devolution in Wales, and the former Head of Political Programmes for BBC News, as well as leading academics in the fields of political science and digital democracy.

Underpinning our commitment to non-partisanship, the Speakers of the two Houses – currently the Rt Hon Sir Lindsay Hoyle, Speaker of the House of Commons, and the Rt Hon the Lord Fowler, the Lord Speaker – serve as honorary Co-Presidents of the Society.

Further information about the Society can be found at: www.hansardsociety.org.uk