

SECTION A: JOB DETAILS		
REFERENCE NUMBER:	C&RO – April 2023	
CAMPAIGN TYPE:	External	
JOB TITLE:	Communications and Reporting Officer – Multilateral Projects Team, Commonwealth Parliamentary Association UK Branch (CPA UK)	
PAYBAND:	C	
PAY RANGE:	£27,500 (entry level) - £31,190 (maximum) per annum <i>Appointment will normally be at entry level</i>	
ALLOWANCES:	N/A	
REPORTS TO:	Programme Manager	
NUMBER OF POSTS:	1	HOURS P/W Full time – 35 hours per week
CONTRACT TYPE / DURATION:	Fixed term contract until 31 March 2024 (with the possibility of extension)	
ISSUE DATE: 3 April 2023		
UPDATED:		
CLOSING DATE FOR APPLICATIONS:		
23:59 on Sunday 23 April 2023		
ADMINISTRATIVE EXERCISE AND INTERVIEW DATE:		
w/c 8 May 2023		
START DATE		
ASAP (subject to security clearance)		

SECTION B: SCOPE OF THE ROLE

JOB PURPOSE

CPA UK supports and strengthens parliamentary democracy throughout the Commonwealth. It focuses on key themes including women in parliament, modern slavery, financial oversight, security and trade.

Peer to peer learning is central to the way CPA UK works. CPA UK brings together UK and Commonwealth parliamentarians and officials to share knowledge and learn from each other. It aims to improve parliamentary oversight, scrutiny and representation and is located in, and funded by, the UK Parliament. For further information about CPA UK work please see www.uk-cpa.org

CPA UK is recruiting for a Communications and Reporting Officer to support the delivery of an externally-funded project: **Strengthening Parliamentary Oversight and Effectiveness in Tackling Gender-based Violence and Modern Slavery**. The Communications and Reporting Officer will work as part of a small Project Team (2xProgramme Managers and 2xProject Officers and 1xReporting and Communications Officer), based in the Multilateral Projects Team (MPT). They will be responsible for delivering key communications outputs across the two workstreams of the project (Gender-based Violence and Modern Slavery) and coordinating project reporting to the donor and other stakeholders.

It is an exciting role in a busy and dynamic team, located in the heart of Parliament, with flexible remote-working arrangements. The role requires a diplomatic and sensitive approach and has an administrative component.

KEY INTERNAL RELATIONSHIPS

- CPA UK Colleagues
- Committees, Clerks and Overseas Offices of the House of Commons and House of Lords
- All Party Parliamentary Groups and British Group of the Inter-Parliamentary Union
- Members of both Houses and their staff

KEY EXTERNAL RELATIONSHIPS

- Government Departments – particularly the Foreign, Commonwealth and Development Office (FCDO)
- Commonwealth Secretariat
- Diplomatic Posts in UK and elsewhere
- UNDP, UN Women and other UN agencies
- International organisations, including Non-Governmental Organisations (NGOs)
- Thematic specialists (e.g. civil society)
- Organisations and academics
- Suppliers and contractors

MANAGEMENT RESPONSIBILITY

Currently no line management responsibility

ADDITIONAL INFORMATION REGARDING THE POST

LOCATION	The post is based in the CPA UK offices on the Parliamentary Estate. Hybrid working arrangements are currently in place and under review. Currently, there is an expectation of working at least one day a week in the office. Mobile and flexible working arrangements are in place. UK and international travel may occasionally be required.
HOURS	The standard working week is 35 hours with one hour per day unpaid for lunch. Some evening, weekend and occasional public holiday working will be required in support of CPA UK programmes. Annual leave – 35 days per financial year of which 5 days are to be taken over Christmas and 2 days at Easter.
FOR FURTHER INFORMATION	Visit www.uk-cpa.org

SECTION C: JOB SPECIFICATION

DESCRIPTION OF DUTIES

Project Communications

- Work with the Project Team to develop a creative communications plan for the project and for each workstream within the project (Gender-based Violence and Modern Slavery).
- Deliver and monitor key project communications outputs and content, including print material, social media and traditional media.
- Liaise with core CPA UK Communications Team to ensure all project communications are in line with wider comms strategy and branding
- Liaise with and coordinate the work of external providers (e.g. animators, producers) as required
- Be a point of contact for internal and external stakeholders, providing project updates and responding to enquiries
- Ensure that project information is up to date on the CPA UK website and other information outlets

Reporting

- Understand donor reporting requirements, including deadlines, and ensure they are met.
- Produce quarterly and annual narrative reports in line with donor reporting requirements, coordinating inputs from the Project Team as required.
- Develop and manage an activity, milestone and target tracker, to monitor key project deliverables.
- Support Project Team meetings, providing progress updates, flagging any risks or issues and producing minutes.
- Provide progress updates to the Head of Team and Senior Management Team as required.

Stakeholder Management

- Develop positive and productive relationships with all stakeholders within and without Parliament.

- Work with Members from both Houses and relevant Commonwealth legislatures to ensure communications and wider project activities meet their needs and expectations.

Wider project and team work

- Support delivery of wider project and team activities where required.
- Assist the Project Team in identifying potential new areas of work and/or comms opportunities arising from and relating to the current project
- Provide general support to the wider MPT and CPA UK teams as required.
- Shared responsibility for general office administration when working in the CPA UK Offices.
- Understand and ensure compliance with the wider systems, controls, policies and processes of CPA UK.
- Undertake other reasonable tasks as directed by the Programme Manager and senior managers.

SECTION E: PERSON SPECIFICATION

QUALIFICATIONS

Essential

- A university degree in a relevant subject **or** experience of working in a similar role.

Desirable

- An understanding of how Parliament works, including the legislative process and parliamentary oversight, including parliamentary committees.
- An understanding of issues relating to modern slavery and gender-based violence.

SKILLS AND EXPERIENCE

Application

Interview

Experience of working on communications or related projects in the private, public, or NGO sector

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Excellent communications skills with experience of producing high quality written materials and a demonstrated ability to work and communicate effectively with people from a wide variety of backgrounds

x

x

Ability to be flexible, respond positively to change, and to cooperate effectively with staff in a wide range of organisations within and without Parliament

x

x

Significant experience of managing a demanding volume of work, with competing and conflicting priorities, whilst ensuring a high attention to detail

x

x

Initiative and creativity in reaching and enthusing new and existing stakeholders

x

Experience of working in a small team, a pro-active self-starter & a team player

x

Ability to work diplomatically and impartially in multi-cultural and international

x

parliamentary environments		
An understanding of the Westminster parliamentary and political system, the Commonwealth, and issues of current international concern.		x