



HOUSE OF LORDS

Job Description

Details of a current vacancy in the House of Lords. To apply for this post, please ensure you complete all sections of our online application form found at <https://bit.ly/3G2MV3K>

Job Description

Job title	Reference number
Communications Office Intern	N/A
Office	Grade
Communications Office	HL3
Salary	
£1,792 for the length of the internship (paid on completion of the full internship)	
Term	
Internship dates Monday 3 July 2023 – Friday 28 July 2023	

Scope of the role

Background

The House of Lords is the second chamber of UK Parliament. It plays a crucial role in examining bills, questioning government action and investigating public policy.

The House is supported by an Administration in carrying out its day-to-day duties. It is responsible for advising on parliamentary procedure and is politically impartial. It also performs a range of corporate functions, from finance and catering to property management and security.

The main aim of the Administration is to support and strengthen the House and its members in carrying out their parliamentary functions, by:

- providing effective services to facilitate the work of the House;
- promoting public understanding of the House of Lords and engagement with its work; and
- making Parliament safer, more secure and sustainable.

We are rolling out a programme of initiatives aimed at elevating the voices and experiences of those from currently underrepresented backgrounds within the Parliamentary community. The House of Lords has identified that those from Black, Asian and ethnic minority backgrounds are underrepresented within our workforce. This internship hopes to showcase the wide variety of opportunities available within the House of Lords and celebrating the diversity of people we employ, showing that opportunities within the House of Lords are accessible to people from all backgrounds.

Office details

The House of Lords plays an important role as the second chamber of the UK Parliament. It has approximately 800 members and is independent from, and complements the work of, the elected House of Commons. The Lords has three main roles: helping to make laws; investigating public policy, especially through its select committee work; and holding government to account through

questions and debates. There are considerable challenges for the UK Parliament as a whole, and the Lords specifically, and the House is very much in the public eye.

The Communications team is here to increase understanding of the role and membership of the House; promote the impact and outcomes of its work; demonstrate its relevance to UK citizens; ensure that the House is open and accountable to the public; and deliver the best possible internal communications to members and staff.

It provides an enquiry service for members of the public, promotes the work of the House to the press and media, runs marketing activities and engagement events, produces publications, manages web and social media content, and communicates with the staff and members of the House. Lords staff are strictly impartial, supporting the work of the entire House and all its members.

Main objective

Throughout the internship you will be able to engage in a variety of activities the Communications Office delivers. Examples of activities include:

- Media monitoring and evaluation.
- Drafting press releases and other communications products.
- Contribute to the preparation of media briefings for Lords Committee Chairs.
- Shadowing at meetings, and providing opinions and ideas on the subject discussed.

Key internal and external relationships

- Wider Communications Office colleagues.
- Senior leaders and managers.
- Windsor Fellowship contact.
- Inclusion & Diversity Team.

The role holder may also have contact with Members of the House of Lords and Member's staff.

Main responsibilities

- Supporting the media team and wider communications office in their work.
- Helping with preparation of a daily media summary sent to Members of the House of Lords and Administration staff.
- Supporting a press officer in preparing for publication of a Select Committee report.
- Researching and preparing media target lists using specialist media database software.
- Contributing to media coverage evaluation and analysis.

The internship will begin with an induction morning, providing interns with the opportunity to see and learn about the House of Lords and its relationship with the House of Commons.

Person specification

We are a values driven organisation.

Our values are:

- Respect (We treat people with respect and expect to be treated with respect).
- Inclusivity (We embrace and value difference and diversity – whether from a person’s race, gender, other characteristics, background or experience).
- Professionalism (We aim for and value a high level of skills and expertise. We act with integrity, impartiality and openness, putting public service first).
- Responsibility (We take ownership of our work and actions. We hold each other to account, take appropriate risks and continue learning).

We are also politically impartial, and therefore we would require any interns to uphold this behaviour at all times.

Competencies

The knowledge, skills and experience required for the post are outlined below. Each element will be assessed in the examples you provide in your application form. Should you be shortlisted these areas will be assessed in more depth at interview and, if appropriate, in a test.

Essential

- **Organisational Skills**
 - Ability to manage multiple priorities at once, taking ownership for work agreed, seeing things through and learning from setbacks.
- **Communication Skills**
 - Highly developed interpersonal skills: ability to tune in to team dynamics, using this insight to address issues.
 - Ability to deliver clear and relevant communication, which can meet the needs of a diverse audience and also tailor to the situation.
- **Working with others**
 - Establishes and builds trusting relationships; motivates and supports others to deliver success.
 - Shows courage, does not shy away from challenges. Deals with issues head on, addressing problems or issues directly.
- **Working in a changing environment**
 - Resilient under pressure and an ability to be adaptable and curious.

Desirable

- **Interest in media and communications**
 - Demonstrable interest in media and communications for example writing for school/college newspaper or producing online content.

Terms and conditions

Remuneration

The post is paid in accordance with House of Lords grade HL3 (£1,792 per month) and will be paid on completion of the internship. Payment will be completed by an external partner,

Term and hours

The post is fixed term and is for 36 hours per week (excluding break-time).

If you are selected for interview, please inform the panel of the days/hours you are available to work.

Pre-appointment checks

Successful candidates' publicly open social media profiles will also be checked under this stage of the process and information obtained may be used to review suitability for the job role.

Baseline Security Standard

The House of Lords (along with all government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK, their employment or academic history over the last three years, and their address history over the last three years.

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than three of the last five years they may not be eligible for vetting.

Please see the [National Security Vetting booklet](#) for further information.

In addition, applicants are required to give a reasonable account of any significant recent periods of time (more than six months) spent abroad. Applicants who have been unemployed or self-employed for over six months in the last three years (whose last three years' employment/academic history are not covered by references) will be asked to provide further documentation to prove their history.

Returning your completed application

Please complete your online application by 11:59pm on 17th April 2023.

If you require any reasonable adjustments during the application process, please contact internships@windsor-fellowship.org

No recruitment agencies please.