



George Freeman MP
Member of Parliament for Mid Norfolk

Parliamentary Chief of Staff – Job Advert

Location: Westminster
Salary: In line with IPSA pay scales
Length: Permanent

Closing Date: Friday 24th June (at 23:59)

Job Details

George Freeman MP, Member of Parliament for Mid Norfolk & Minister for Science Research & Innovation, is seeking a Political Chief of Staff for his Westminster office to help co-ordinate his work in Parliament and Westminster.

With 3 members of staff working effectively in the Mid Norfolk constituency office, the key elements of this role in Westminster are:

- Working closely with George on political and comms strategy, including liaison with Ministerial private office & external science, technology and innovation investors, businesses, entrepreneurs & SRTI commentators & media; here & abroad.
- Co-ordinating George's political and parliamentary correspondence and liaison with other MPs, CCHQ, Think Tanks and Government Special Advisors
- Comms, Media & Social media: co-ordinating GF's non-Ministerial comms including Newsletters & Bulletins
- Supporting George with his non-Governmental projects (2020 Conservatives, Big Tent Festival, Reform for Resilience Commission)
- Managing the Westminster office/files/relevant admin/contact lists and non-departmental VIP liaison
- Liaison with the constituency team on issues which George needs to handle each week

Applicants will need to have experience of working in this role for a senior figure in politics or public policy in the UK before (ideally in Westminster or Whitehall) and be familiar with the rhythms and cycles of the parliamentary year and be able to work at pace, co-ordinate multiple workstreams, enjoy drafting and editing (speeches, articles, policy and project plans) and help identify and respond to political opportunities. Experience of the internal workings of parliament/Whitehall is essential.

The successful candidate will have the following skills and attributes:

- Strong political antennae, judgement & feel for working effectively in the Westminster world
- Exceptional written, oral & digital communication skills

- Proven ability to work successfully and happily in a team and at times solo
- Highly organised manner with the ability to manage and prioritise a large and diverse workload
- The ability to work to tight deadlines calmly and while under pressure
- Personal initiative, commitment and a strong, proactive work ethic
- Strong attention to detail and analytical skills
- Adept at using Microsoft Office, social media platforms and digital comms
- Support for the values, aims and mission of George Freeman MP, the Government & Conservative renewal.

The successful applicant could be at any stage of their career – from a senior Westminster EA/Parliamentary Secretary to an ambitious, young graduate with relevant experience.

Upon appointment you will be required to comply with the Baseline Personnel Security Standard, undertaken by the Members' Staff Verification Office (MSVO). See [Members' Staff Verification Office \(MSVO\)](#) page for further info. MPs generally pay staff in accordance with [IPSA guidelines](#).

Interview/Start Dates

Interviews will start shortly after the closing date.

The role will be full time (42 hours weekly contracted with flexibility as required for effective support during Parliamentary sittings). The successful candidate will ideally start as soon as possible – and no later than September 1st

Application Details

Applicants should email a Cover Letter and CV to george.freeman.mp@parliament.uk, with a description of their current and past roles, as well as some information about their interest in the position.

Website: <https://www.georgefreeman.co.uk/>