

Parliamentary and Policy Researcher
To the Bishop of London and the Archbishop of York

Job Description and Person Specification

Employer	The Bishop of London and the Archbishop of York in their corporate capacity
Accountable to:	The Bishop of London, the Archbishop of York, the Church of England Head of Parliamentary Affairs.
Location:	Base: Lambeth Palace, London, SE1 7JU; Work also expected to take place from Church House, Westminster, SW1P 3AZ; The Old Deanery, London, EC4V 5AA.
Responsible for:	None.
Key relationships:	The Bishop of London, the Archbishop of York, and members of their respective staff teams; Church of England Head of Parliamentary Affairs and other members of the Parliamentary team; Director and staff of the Faith and Public Life team; Members of Parliament, including other Lords Spiritual.

Job Summary: Parliamentary and Policy Researcher

This is a full-time post which is offered initially for a fixed-term of 12 months.

The purpose of the role is to support the Bishop of London and the Archbishop of York in their duties as Members of the House of Lords. The work includes research and information gathering, drafting speeches and questions, managing meetings, appointments and other events on behalf of the Bishop and Archbishop and such other work as they and the Head of Parliamentary Affairs may require from time to time.

The Parliamentary and Policy Researcher's priorities and tasks will be determined by the Bishop and Archbishop, with whom the postholder will be expected to have frequent direct contact along with their key advisers. In conjunction with their offices, the Head of Parliamentary Affairs will manage, guide and oversee the parliamentary work of the postholder.

The Parliamentary and Policy Researcher will be based with the Parliamentary Team. This is located at Lambeth Palace, London, SE1 7JU (within the Church of England's wider Faith and Public Life Team). Some flexibility, including home working, is possible, though there is an expectation that the postholder be available to attend Westminster as and when required, work from the Bishop of London's office one day a week, and travel to Bishopthorpe and the Northern Province on occasions.

75% of the postholder's working time will be spent in support of the Bishop of London and 25% of the Archbishop of York. Flexibility in the working pattern will be required, depending on the respective requirements of each, their commitments in the House of Lords, including duty weeks.

The work of the Bishop of London and the Archbishop of York in the House of Lords is guided by their policy and local interests, as well as their status as religious leaders with a national profile. Both have a shared concern for issues of economic, environmental and social justice at home and overseas. In addition the Bishop of London has a particular focus on healthcare provision and health inequalities, in which she is supported partly by a member of the Faith and Public Life team, and partly by the holder of this post.

As such the post may be well suited to someone who has particular experience of or interest in these areas of policy.

From time to time the postholder may also be called upon to add capacity to the Parliamentary Team by providing resource to other Lords Spiritual on policy areas they have become familiar with in their work for the Bishop and Archbishop.

The Church of England Parliamentary Team serves the National Church Institutions (NCIs) by maintaining links with MPs, Peers, officers and staff in the Palace of Westminster, and helping the NCIs to engage more effectively with the parliamentary process. The Team is based within the Faith and Public Life Team (FPL) of the Archbishops' Council, which is concerned with the Church's engagement with society and with issues of public concern. The staff of the Team work with the staff of FPL, other Divisions and parts of the NCIs to enable policy issues to be followed through the political process.

The postholder will need to have access to the Parliamentary Estate, so will be required to apply for a security pass sponsored by the Bishop or Archbishop, and will be expected to abide by the rules and codes set by Parliament that accompany the issuing of a pass. The postholder will also have access to the facilities offered to Lambeth Palace and other NCI staff, observing the responsibilities and protocols which apply to all.

The balance between parliamentary tasks and those that relate to the Bishop's and Archbishop's diocesan roles is likely to vary depending on the parliamentary cycle.

This job description may be changed from time to time in response to the changing needs of the Bishop and Archbishop and the Parliamentary Team.

Main Duties and Responsibilities: Parliamentary and Policy Researcher

1. Supporting the Bishop of London and the Archbishop of York in their work in the House of Lords.
2. Advising on and researching materials for parliamentary speeches and interventions.
3. Monitoring and keeping the Bishop of London and the Archbishop of York informed about relevant parliamentary developments and timetables.
4. Liaising with MPs, Peers and their staff, Parliamentary officials and others in and outside the NCIs on behalf of the Bishop and Archbishop.
5. Drafting articles for publication, press notices or social media about the Bishop's and Archbishops' work, in close collaboration with their Communications Officers.

6. Providing research resource for the Archbishop in his provincial role and both he and the Bishop in their dioceses for non-parliamentary work. This may involve researching and drafting for talks, articles and lectures.
7. Assisting with disseminating the Church's responses to specific issues or bills, as agreed with the Head of Parliamentary Affairs and Deputy Head of Parliamentary Affairs. Supporting the Head and Deputy Head of Parliamentary Affairs in their wider responsibilities and standing in for them as and when required.
8. Working with the Parliamentary Team to ensure that the Bishop and Archbishop are kept abreast of the wider activities of the Lords Spiritual and the Parliamentary Team.

Person Specification: Parliamentary and Policy Researcher

Essential

Skills/Aptitudes:

- Excellent communication skills, verbally and in writing. Proven ability in drafting briefing papers or press releases, bulletins or other accessible modes of communication
- Excellent organisational skills, including time management, diary management etc.
- Research skills, with the ability to gather information quickly and accurately and to produce content in forms suitable for both brief speeches and full-length addresses
- Ability to discern the impact of policies, legislation etc. on the Church of England, other churches, and other faith communities

Knowledge / Experience:

- Knowledge of parliamentary processes, current affairs and the making of Government policy
- A grasp of the key issues facing the Church of England in its public role today
- Some experience of organising events (receptions, seminars, meetings etc.)

Personal attributes:

- Mature with enthusiasm, energy and imagination.
- Discretion and judgement in handling confidential or sensitive material
- A flexible, open and collaborative working style
- A willingness to work with and learn from senior colleagues, and people of differing political and theological persuasions

Education:

- Degree level or 2 years' experience in a political or parliamentary environment.

Circumstances:

Willingness and ability to work some unsocial hours when required and to travel to Bishopthorpe and potentially accompany the Archbishop at events across the Northern Province.

Desirable

Education:

A Level (or equivalent) in a relevant subject, such as politics, theology etc.

Skills/Aptitudes:

- The ability to perform well as part of a team.
- Excellent ICT skills

Knowledge / Experience:

- Knowledge of current trends in politics and the policy areas of the Bishop and Archbishop
- Some knowledge or experience of parliamentary processes, political parties, think tanks, lobby groups etc.
- Some knowledge of the structures of the Church of England
- Ability to manage own work programme with minimal direct management, deliver outcomes to deadlines and to work under pressure.
- Proven ability in presenting complex data in manageable and informative ways

NCI Values

The Parliamentary and Policy Researcher will be working in the National Church Institutions (NCIs) and therefore will be expected to respect the values of the NCIs. The NCIs support the mission and ministries of the Church locally and throughout England. They work together in teams, with those who serve in parishes, dioceses, schools and other ministries and with their partners at a national and international level.

The NCI 'people' values below apply regardless of whether people are of Christian faith, another faith or no faith;

Excellence: we take pride in doing a good job

- Understand the needs and expectations of those we serve and support
- Take personal responsibility for solving problems and learn from what we do
- Support what works but be open to and welcome change where it's needed
- Work with others to get the best result for those we serve and support

Respect: we treat everyone with dignity

- Value people for who they are and embrace our differences
- Listen and learn from each other, regardless of who or what we are
- Set clear, realistic and fair expectations
- Recognise achievement and support each other

Integrity: we are trustworthy

- Do what we have said we will do
- Take accountability for what we do
- Be open and straightforward with ourselves and others
- Celebrate behaviours that support our values and challenge those that don't

Our training, policies, procedures and practices are all intended to support behaviours in line with our values and we expect all staff to uphold these.

General Conditions

Standards of behaviour and conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and safety responsibilities

All staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not to endanger themselves or others, and by the Management of Health and Safety at Work regulations to co-operate with colleagues and management in the control of health and safety at work. And therefore:

- To read and understand and abide by the health and safety policy
- To make themselves familiar with accident and emergency procedures on their site
- To make themselves familiar with the findings of any risk assessments which might affect them
- To inform their manager immediately of any health and safety deficiencies or dangerous situations or near misses
- To set a good personal example in respect of health and safety

Confidentiality

Staff must not pass on to unauthorised persons any information obtained in the course of their duties without the permission of their manager.

Safeguarding

All staff working at the Archbishop of York's office and the Bishop of London's office share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.

The Office of The Archbishop of York and the Office of the Bishop of London is committed to supporting victims and survivors, by being trauma informed. Therefore, there is an expectation that all safeguarding requirements and training will be completed.

Terms of Employment

Remuneration

The salary for this post is £35,938 per annum (75% at Episcopal pay band 5 spinal point 2 with London waiting, 25% at NCIs payband 5).

Pension scheme

Non-clergy staff will be admitted to the Church Administrators Pension Fund (CAPF, DC Section) unless they need to opt out.

There is no contracting-out certificate under the Pension Schemes Act 1993 in force for this employment in relation to the CAPF and CEFPS. Both CAPF and CEFPS members are contracted-in to the State Second Pension.

The Church Commissioners on behalf of the Bishop of London and the Archbishop of York have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.

Hours of work

This is a fulltime post at 35 hours per week.

Annual leave

Annual leave entitlement for this role is 25 days per annum.

The leave year runs from 1st January to 31st December.

Notice

During the probationary period the employment may be terminated by two weeks written notice on either side or by pay in lieu of notice by the employer. Once the appointment is confirmed the notice period will be extended to one month on either side or by pay in lieu of notice by the employer. Should the person be summarily dismissed on the grounds of gross misconduct, the employment will be terminated without notice.

Probationary period

There will be a probationary period of six months.

Start date and interview

The start date will be 1 September 2025

Interviews will be held on 16 July 2025 in London

Please note, if you have not heard from us 3 days prior to the interview date, you have been unsuccessful in your application.