

PEOPLE IN UK PARLIAMENT PROFILES



Share these profiles with your group and get to know just some of the people across the UK playing their part to keep UK Parliament running.

WHO WORKS AT UK PARLIAMENT?

You may be familiar with seeing UK Parliament on television or in news reports, but there is a lot more going on behind the scenes by people from lots of different backgrounds, doing all sorts of roles to support our democracy.

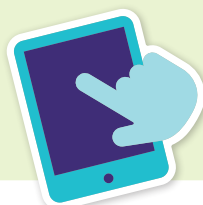
From researchers sharing up-to-the-minute information with Members, education teams delivering school workshops, MPs' constituency staff supporting local people, to the building's security, cleaning, and catering teams.

Explore these profiles to find out more about some of the people in these teams, what their jobs involve, and what they like to do outside of work!

Which job would you like to do?

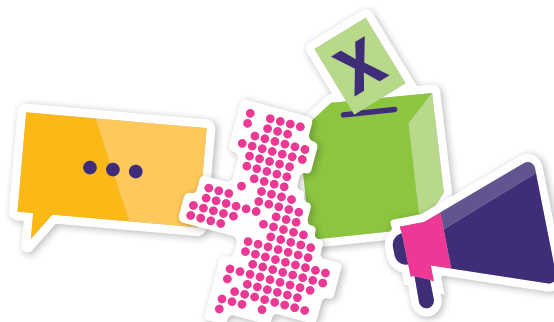


Find out more about jobs at UK Parliament:
www.parliament.uk/about/working/jobs/



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CHEF DE PARTIE

What does your job involve?

My job role involves preparing and cooking nice meals in the Terrace and Members' Tea Room kitchen for staff who work in UK Parliament and MPs.

What skills would someone need to do your job?

Skills someone would need would be good time keeping, being a hard worker, people skills, being a team player, customer service, and being flexible in terms of shift work patterns.

Do you need any qualifications or specific experiences to do your job?

Most of the Chefs at House of Commons have been trained at catering colleges in Professional Cookery and have City & Guilds Diploma or equivalent. In saying that, there are plenty of chefs who have learned their craft through determination, hard work, resilience, and working up in different kitchens and restaurants to be head chefs.

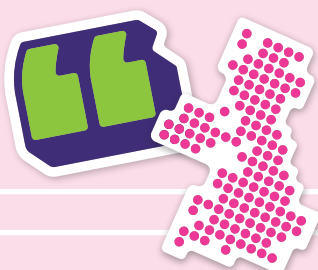
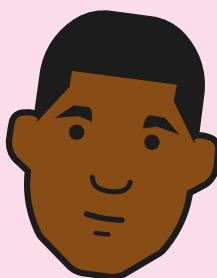
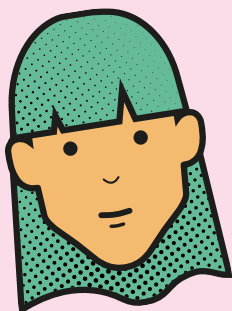
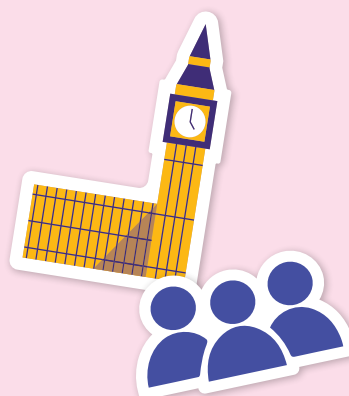
All depends on what works for you as a person and what you are good at. Anything is possible when you put your mind to it.

Describe what you love most about your job...

What I love most about my job is working with a diverse kitchen team who are friendly, supportive, encouraging, and I can laugh around with. Makes it worthwhile especially when the job can be challenging at times. I also love learning different recipes and cooking styles.

What are your hobbies outside of work?

Hobbies I enjoy outside of work are going to the theatre, watching plays or musicals. I also enjoy cinema and listening to music.





COMMITTEE SUB-EDITOR

What does your job involve?

I'm part of a team that produces an edited transcript of all proceedings in the House of Commons, which is called Hansard, or the Official Report.

On one day, I might report proceedings in the Commons Chamber, watching what is happening and translating the spoken word into a written version that represents it accurately. On another, I might be in a committee room operating the microphones and writing a summary of proceedings so that colleagues can report what's going on.

After the Committee has ended, I edit the report for consistency and accuracy and publish the results online as well as sending them to our publishing team. All our work is done to tight deadlines and is widely accessible.

What skills would someone need to do your job?

You need to be able to accurately represent what has been said by MPs, and to produce a readable document at the end of the debate.

You need superb research skills – can you Google the ungoogleable? And do you know how to find reliable sources for the most accurate result?

Teamwork is crucial. Everyone at Hansard needs to be able to ask for help and to help others – you never know, you might have that tiny fact at your fingertips that has stumped everyone else.

You should be able to follow complex arguments, even if you don't know much about the subject, and be able to understand their meaning. Good general knowledge is really useful – quizzers are always welcome – as is an interest in current affairs.

Do you need any qualifications or specific experiences to do your job?

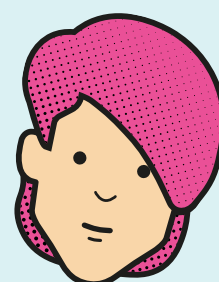
No – we welcome anybody with an interest in language and communication, and all new recruits undertake a six-month training period working towards a postgraduate diploma in parliamentary reporting.

Describe what you love most about your job...

No two days are the same! You get to witness some of the most important work that UK Parliament does and to be part of a really tight-knit team.

What are your hobbies outside of work?

Hillwalking, textile crafts and history.





HEAD OF RESEARCH SERVICES, HOUSE OF LORDS LIBRARY

WHAT DOES YOUR JOB INVOLVE?

My job is to ensure members have the impartial, authoritative research they need to contribute to the work of the House. I oversee the quality of answers the research team provide and the briefings published. I manage a team of 20 and also contribute to the running of the House of Lords Library as a member of the senior management team.

WHAT SKILLS WOULD SOMEONE NEED TO DO YOUR JOB?

An interest in current affairs is crucial, as is a passion for impartial and authoritative information. An eye for detail and a political antennae helps in that quest. As a manager you need the people and professional skills to support and develop team members to fulfil their potential, provide mentoring, coaching and advice.

You also need to understand how information is used, is changing and how to adapt and develop the service to maintain the highest standards needed.

DO YOU NEED ANY QUALIFICATIONS OR SPECIFIC EXPERIENCES TO DO YOUR JOB?

I have a degree, which provided me with a base knowledge of a subject (in my case politics) but also critical thinking skills.

However, I was previously a researcher in the team for six years. That prior experience and understanding, of knowing how to craft an impartial, authoritative briefing for a parliamentary audience, was indispensable.

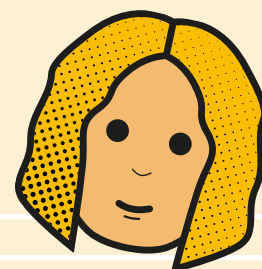
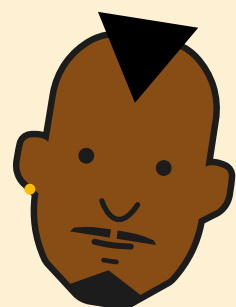
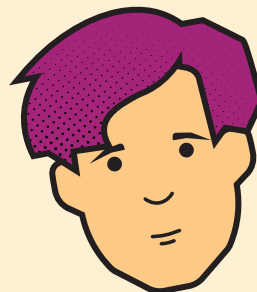
DESCRIBE WHAT YOU LOVE MOST ABOUT YOUR JOB...

Seeing members of the House of Lords using information we have supplied to support their scrutiny of government. The team works really hard, at a fast pace, to produce about 300 briefings every year plus answering around 1,000 enquiries.

To see that outcome never gets boring and also gives us a good sense we are getting it right.

WHAT ARE YOUR HOBBIES OUTSIDE OF WORK?

I like to get out, I run a fair bit. I am also a school governor. I like to read. I enjoy collecting and listening to music.



MP'S OFFICE MANAGER

WHAT DOES YOUR JOB INVOLVE?

I manage a small team in both the constituency and the Westminster offices and am a Committee Member for the MPs' Staff Wellness Working Group who source and provide virtual talks and support for staff working for MPs throughout the UK.

The role is very varied as I can be dealing with traumatic casework on behalf of a constituent one minute, corresponding with the Embassies of different countries or arranging events the next. Whilst my job is very demanding, it is also very rewarding.

WHAT SKILLS WOULD SOMEONE NEED TO DO YOUR JOB?

Communication, flexibility, empathy, calmness, and problem-solving skills.

DO YOU NEED ANY QUALIFICATIONS OR SPECIFIC EXPERIENCES TO DO YOUR JOB?

Not specifically but you do need great organisational skills. It would also be helpful to have experience in dealing with the public and managerial experience.

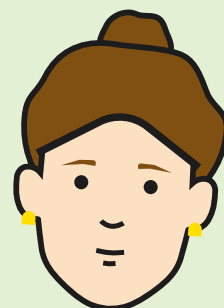
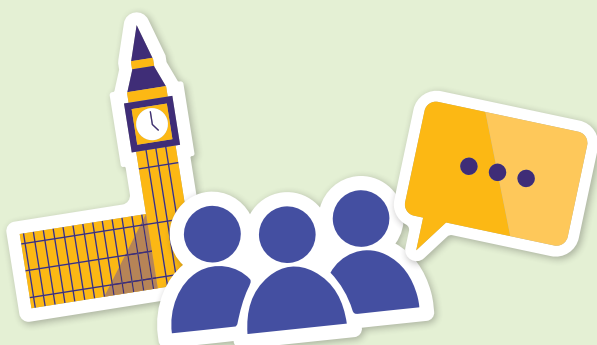
DESCRIBE WHAT YOU LOVE MOST ABOUT YOUR JOB...

No two days are ever the same as it depends very much on what the MP is doing that day, emails from constituents and phone calls into the office.

I am always learning something new!

WHAT ARE YOUR HOBBIES OUTSIDE OF WORK?

Crafting, reading and travel when I can.



CURATOR, ARCHITECTURAL FABRIC COLLECTION



WHAT DOES YOUR JOB INVOLVE?

I care for and manage the Architectural Fabric Collection which is one of a group of collections managed by Heritage Collections Team at UK Parliament. The collection consists of objects that were previously part of the Palace of Westminster but have been removed over the years to enable improvements and updates to be made to the building.

My main tasks include documenting the collection and researching the objects, commissioning conservation work to ensure the objects remain in good condition, researching the collection and sharing this information with internal and external audiences. I work with projects on site both to ensure historical records of the buildings are kept and provide building projects with collections objects when they are in good enough condition to be reused.

WHAT SKILLS WOULD SOMEONE NEED TO DO YOUR JOB?

Knowledge of collections care and understanding of how different materials can age and decay has been essential for understanding the needs of the objects in the Architectural Fabric Collection. Knowledge of a specific area of the arts or history is also helpful.

Developing good research skills help in building knowledge of the collection and identifying the historic significance of objects. Written communication skills help me share information about objects in an engaging way.

Being able to collaborate effectively is essential as I regularly work with both members of my wider team, my colleagues in UK Parliament, and external contacts from other institutions. Being able to stay organised and manage complex projects such as the commissioning of conservation work is essential.

DO YOU NEED ANY QUALIFICATIONS OR SPECIFIC EXPERIENCES TO DO YOUR JOB?

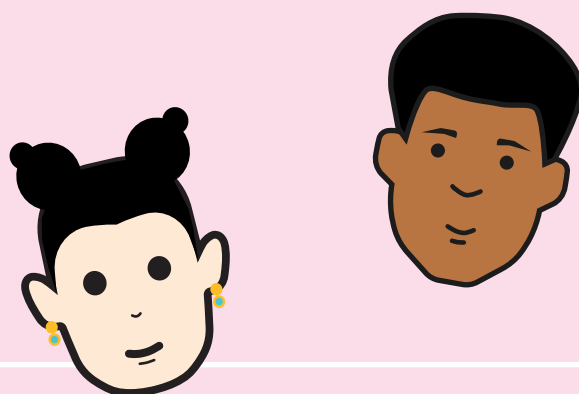
In my opinion, experience is more important than qualifications. Gaining hands on experience in a museum, art gallery or historic house, especially if it is working directly with objects is a great place to start. In these sorts of environments, you can learn essential practical skills and see the day-to-day workings of heritage institutions that will prepare you for roles such as Curator. It is less common to see institutions asking specifically for degrees or Masters these days, but most applicants will have at least a first degree, and many will have a Museum Studies or Heritage specific MA. It is certainly helpful to have specific subject knowledge that you can develop by doing a degree.

DESCRIBE WHAT YOU LOVE MOST ABOUT YOUR JOB...

Being able to look after and research significant historic objects in the context of the amazing building that is the Palace of Westminster! I have been very fortunate to work in some fantastic buildings, the Palace is certainly one of my favourites. I also like that no day is ever really the same, there are always new surprises.

WHAT ARE YOUR HOBBIES OUTSIDE OF WORK?

Currently origami. I'm making lots of origami cranes to decorate the venue where I'm getting married!



PERFORMANCE ANALYST

WHAT DOES YOUR JOB INVOLVE?

I look at how digital content made for House of Commons select committees performs. This includes their websites, social media posts, and the Committee Corridor podcast.

I show people how content is performing, identify trends, and make recommendations for improvements.

WHAT SKILLS WOULD SOMEONE NEED TO DO YOUR JOB?

You need to be:

- investigative
- able to present data and information in the right way depending on your audience
- able to prioritise between different tasks and requests
- able to build relationships with lots of different people
- open to learning new things and trying new ways of looking at things

DO YOU NEED ANY QUALIFICATIONS OR SPECIFIC EXPERIENCES TO DO YOUR JOB?

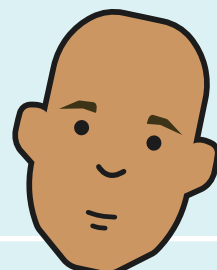
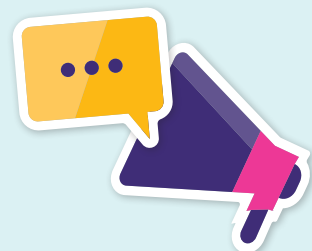
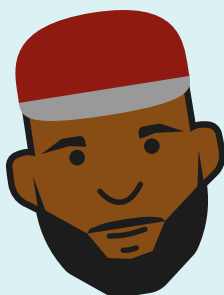
You need to be able to use analytics and data visualisation tools like Excel, Google Analytics and Power BI.

DESCRIBE WHAT YOU LOVE MOST ABOUT YOUR JOB...

I love the range of things I get to work on, from identifying the best performing committee social media posts to reporting on how many people are listening to the podcast. I get to dig into the data and explain what it all means.

WHAT ARE YOUR HOBBIES OUTSIDE OF WORK?

Listening to podcasts, funnily enough! I also play video games and like watching live comedy and theatre.





SENIOR LIBRARY CLERK

WHAT DOES YOUR JOB INVOLVE?

I'm the incomes, poverty and the labour market specialist at the House of Commons Library.

I answer questions about these subjects from MPs and their staff and write briefing papers which provide statistics and analysis about things like what's happening to employment, how many people are using food banks, and how the rising cost of living is affecting households.

MPs use this information to debate in UK Parliament, scrutinise legislation, and help their constituents.

WHAT SKILLS WOULD SOMEONE NEED TO DO YOUR JOB?

To do this job you need:

- research skills
- to be able to explain complex subjects clearly
- to be able to juggle multiple tasks and deadlines
- to be collaborative
- numeracy and statistics skills

DO YOU NEED ANY QUALIFICATIONS OR SPECIFIC EXPERIENCES TO DO YOUR JOB?

You need experience doing research, whether that's from a previous job or a degree. Experience working as part of a team and meeting tight deadlines is also good to have.

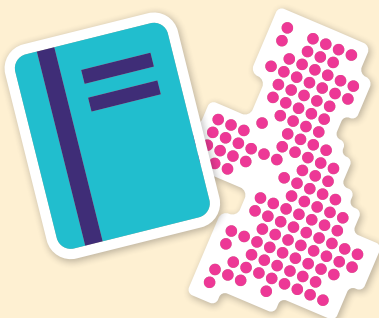
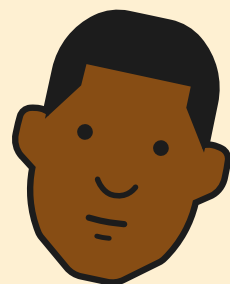
DESCRIBE WHAT YOU LOVE MOST ABOUT YOUR JOB...

I get to spend all day reading and writing about subjects that I think are really interesting and I like figuring out the best way to answer a question or explain something complicated.

Having an informed debate and making sure MPs have all the facts is a really important part of democracy, and I enjoy playing a part in that.

WHAT ARE YOUR HOBBIES OUTSIDE OF WORK?

I like running, reading novels, and travelling.



SENIOR EDUCATION AND ENGAGEMENT OUTREACH OFFICER (WALES)

WHAT DOES YOUR JOB INVOLVE?

I am part of a team of officers based across the UK. We reach out to communities and audiences, promoting an understanding of the role and relevance of both Houses, inspiring people to get involved and empowering citizens to have a voice.

Over one million people participate in outreach and engagement activities across the UK through workshops, events and the annual UK Parliament Week and this number is growing!

We work with children, young people and adults and aim to be a service for everyone through our visits to schools, colleges and community groups.

WHAT SKILLS WOULD SOMEONE NEED TO DO YOUR JOB?

You need good communication skills. It's important to be a team player and to be able to deliver material whilst remaining politically impartial. Be adaptable and calm too.

DO YOU NEED ANY QUALIFICATIONS OR SPECIFIC EXPERIENCES TO DO YOUR JOB?

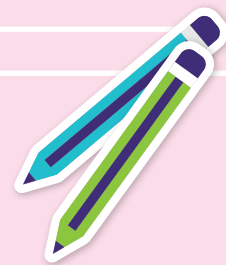
You need:

- an understanding and knowledge of working across an education or communities setting
- good organisation and planning skills
- full, clean driving license, and be able to travel across the region
- you also need to undertake an enhanced DBS check
- good time-management skills to manage own bookings, diary and monitoring information
- commitment to equality, diversity and inclusion

DESCRIBE WHAT YOU LOVE MOST ABOUT YOUR JOB...

I love the variety of my job, the chance it gives me to try to make a difference to people's lives and the opportunity it gives me to visit UK Parliament.





SELECT COMMITTEE CLERK

WHAT DOES YOUR JOB INVOLVE?

As clerk of a committee in the House of Commons I lead a team supporting a group of MPs from different parties who sit on the backbenches who make up a committee. Their role is to look into a particular area of government work, usually this relates to the responsibilities of one government department, such as the Department for Work and Pensions.

This means I write and review papers for the committee, work with stakeholders who have information and perspectives to share with the committee and give advice to the committee on the procedures and rules (Standing Orders) to follow.

I'm also responsible for planning and co-ordinating the committee's programme of work which includes regular oral evidence sessions in public, conducting fact-finding visits in the UK and abroad and meeting people with an interest in the committee's work.

WHAT SKILLS WOULD SOMEONE NEED TO DO YOUR JOB?

Be a team player, a good communicator (oral and written), organised, adaptable and able to work in a politically impartial way.

DO YOU NEED ANY QUALIFICATIONS OR SPECIFIC EXPERIENCES TO DO YOUR JOB?

Not really: it's only if you become a Clerk through the Civil Service Fast Stream that you need to have a 2:2 or higher in any degree subject including degree apprenticeships.

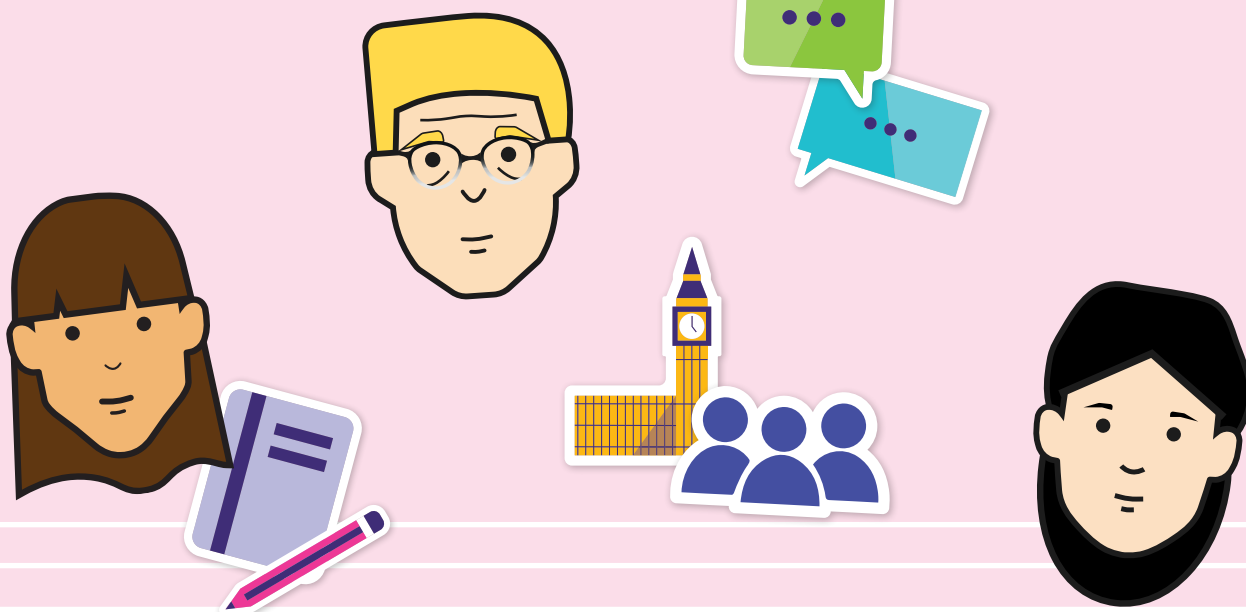
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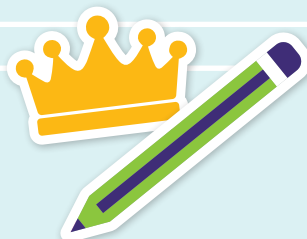
The ability to move around different policy areas and work with lots of different colleagues means that I'm always learning new things, picking up new skills and getting to work with new people.

There are also lots of other projects that you can get involved in—I've had the opportunity to work on planning for general elections, working with the Youth Parliament and Youth Select Committee and digital projects, among many other things.

WHAT ARE YOUR HOBBIES OUTSIDE OF WORK?

I love going to the theatre, baking and watching (rather than taking part in) athletics!





HEAD OF PETITIONS ENGAGEMENT

WHAT DOES YOUR JOB INVOLVE?

My job is incredibly rewarding. It involves:

- helping petitioners to understand the petitions process and how they can use petitions to get their voices heard in UK Parliament
- advising the Petitions Committee on its public engagement strategies and decisions
- leading on projects to raise awareness of petitioning and realise the potential of petitions across the whole of UK Parliament

WHAT SKILLS WOULD SOMEONE NEED TO DO YOUR JOB?

- good communication skills: from being able to brief a committee of MPs to ensuring that engagement activities are inclusive to ensure that we can hear from the people directly affected by issues raised in petitions
- creativity: being able to think creatively to establish new ways of working and find solutions to challenges
- collaboration: people aren't petitioning just the Petitions Committee, they are petitioning their UK Parliament. Working across teams is really important to identify opportunities to connect petitioners to the wider work of UK Parliament
- customer service: understanding and anticipating a wide range of customers' needs from petitioners, to MPs to the wider public
- empathy and working with people: petitions can often be very personal to people and engagement can be very sensitive particularly when about certain issues

DO YOU NEED ANY QUALIFICATIONS OR SPECIFIC EXPERIENCES TO DO YOUR JOB?

Experience of public engagement and working with the public is important, as is the ability to demonstrate impartiality.

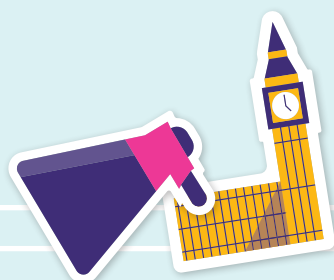
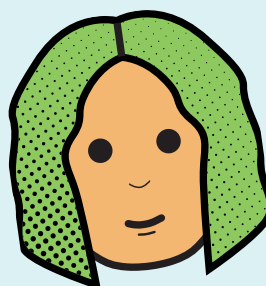
DESCRIBE WHAT YOU LOVE MOST ABOUT YOUR JOB...

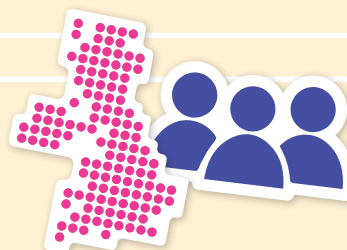
Helping petitioners to get their voices heard in UK Parliament and helping to bring in different voices through public engagement is incredibly rewarding. The best thing about the job is probably having the privilege to speak to petition creators - you get to meet the most incredible people.

This includes people who are campaigning after experiencing great loss of tragedy because they want to make things better for others; people who are so incredibly passionate about their issue; and those who never intended to be campaigners, but as a result of something that they saw or experienced, they do incredible work to raise awareness and campaign for change.

WHAT ARE YOUR HOBBIES OUTSIDE OF WORK?

Spending time with my family.





PUBLIC ENGAGEMENT CAMPAIGNS OFFICER

WHAT DOES YOUR JOB INVOLVE?

I started working in the Education and Engagement team when I was 17 years old, through a Level 3 Business Administration Apprenticeship. My current role supports UK Parliament campaigns such as UK Parliament Week and Hope the Lego Suffragette project.

My duties include engaging with the public via newsletters and social media, monitoring the @YourUKParl Twitter account and managing the websites. I also work on other projects to support the wider aims and objectives for example, engaging with MPs on what's coming up and any other admin related work that arises.

WHAT SKILLS WOULD SOMEONE NEED TO DO YOUR JOB?

The following skills are important for me to carry out my role:

- good communication skills
- timekeeping skills
- being motivated to complete a high standard work
- having a can-do attitude
- a strong eye for detail

DO YOU NEED ANY QUALIFICATIONS OR SPECIFIC EXPERIENCES TO DO YOUR JOB?

I wouldn't say you need too many qualifications or experience to do my role. Working for UK Parliament can look daunting from the outside but I decided to work on an apprenticeship rather than go to university and it was the best decision I made.

I never enjoyed studying and the UK Parliament Apprenticeship scheme was a great way to find my way into working life. The only qualifications needed would be GCSE Maths and English. From apprenticeship, you can branch out into a world of different qualifications or role opportunities.

DESCRIBE WHAT YOU LOVE MOST ABOUT YOUR JOB...

My role is very rewarding. The team of six work hard all year towards UK Parliament Week to see around one million people of all ages learn about UK Parliament and find out how they can get involved.

It is always nice receiving an email from the public thanking you for the work you have done and knowing that you may have helped someone understand how UK Parliament affects them.

WHAT ARE YOUR HOBBIES OUTSIDE OF WORK?

Outside of work, I enjoy spending time with my friends and family by going on walks and playing games. I am a big Manchester United fan and enjoy playing football when I get the time.

