

**Job Title:**

Parliamentary Officer

**Location:**

Westminster and Farringdon

**Hours:**

Part Time – 2 days (with flexible working arrangements available)

**Salary:**

£30,000 - £33,000 (2-day pro-rata)

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**About Justice for Colombia:**

JFC was set up in 2002 by the British trade union movement to highlight and campaign against the human rights crisis in Colombia and support Colombian civil society in its struggle for human rights, labour rights, peace and social justice. All JFC work is carried out in response to the demands of our partners in Colombia.

JFC promotes links of solidarity between British and Irish trade unions and organisations in Colombia and gives a political voice internationally to Colombian civil society through our work in the British, Scottish, Irish and EU Parliaments.

JFC focuses its work on numerous campaigns depending on the needs of our Colombian partners. These include campaigns to protect social activists, stop abuses against trade unionists and build support for peace. We also facilitate funding for projects on the ground to directly support Colombian activists.

JFC has a team of staff based in London who manage the day-to-day activities. Our Governing Committee, which decides what campaigns and projects we will prioritise, is made up of prominent trade union leaders and labour lawyers. JFC also works closely with Parliamentary Friends of Colombia, a multi-party group of over sixty MPs.

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**About the Role:**

Reporting to the JFC Director, the role-holder will lead Justice for Colombia's work in the UK Parliament through the MPs of the Parliamentary Friends of Colombia Group with the aim of implementing our parliamentary work and maximising overall advocacy opportunities.



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### **Responsibilities:**

(This list is not exhaustive)

- Keep up to date and fully informed on Colombia news and JFC campaigns
- Maintain regular contact with members of the Group and recruit new members to the Group.
- Support the Group members through preparing questions, briefings and speeches for parliamentary business and events
- Attend Foreign and Commonwealth Office meetings with JFC staff as required.
- Assist in organising JFC involvement in Labour Party Conference and other political events to include securing attendance of MPs
- Arrange meetings, coordinate signatures for statements and letters for members of the Group and JFC events hosted in Parliament
- General advocacy in Parliament as required

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### **Person Specification:**

#### **Essential**

- Experience of UK Parliamentary procedure
- Knowledge of advocacy opportunities within the UK Parliament
- Strong communication skills with confidence to establish new relationships
- Strong writing skills

#### **Desirable**

- Spanish speaking/writing skills
- Knowledge of the UK trade union movement
- Knowledge of Colombian politics and/or human rights issues

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### **Additional Information:**

- This engagement is a contract for services and you will be required to invoice monthly and be responsible for tax on a self-employed basis.
- This post will be subject to a six-month probation period.
- Annual leave of 28 days plus bank holidays (pro-rata).
- To apply please send a CV and Cover Letter (maximum 2 pages) to [hasan@justiceforcolombia.org](mailto:hasan@justiceforcolombia.org) by Sunday 29 September 2019.