



Join our team
Parliamentary Officer

Mary, 76, who lives in a
refugee camp in South
Sudan after fleeing conflict.
© Peter Caton/
Age International

About Age International

Age International is a charity which responds to the needs and promotes the rights of older people, focused on those facing challenging situations around the world. We are a part of the Age UK Group and are the UK member of the HelpAge global network, which supports older people across the world. We are also the only member of the Disasters Emergency Committee (DEC) which specifically delivers age-focused humanitarian response in emergencies.

Age International recognises that around the world, there are increasing numbers of older people whose basic needs are not being met, and whose human rights are being overlooked, leading to increasing inequality and injustice.

We strive for a world where older people are respected and valued, their voices are heard, their contributions are recognised, their basic needs are met, and their human rights are realised.

We focus on

Healthy ageing – in collaboration with local and global partners, we work to safeguard the health, wellbeing, and dignity of older people. We advocate to ensure older people have access to health services and are included in Universal Health Coverage.

Tackling ageism – we support older people to know their rights and hold governments accountable. We are calling for a new United Nations Convention on the rights of older people.

Delivering inclusive humanitarian aid – we support older people through emergencies and help them rebuild after crises. We advocate for age-friendly humanitarian response.

Ageing work and income – older people in low and middle-income countries often must continue working through later life just to afford the basics. We campaign for older people to receive pensions, or support to generate a secure income.

Working with our partner HelpAge International to deliver our work – we raise funds from the UK public and other donors, which support the HelpAge global network to implement programmes directly, and through local partner organisations.

“I’m proud to work for Age International. We have a great team and a unique mission. I’ve visited older people supported by emergency response and longer-term development work: we really make a difference!”

Alison Marshall

CHIEF EXECUTIVE
OFFICER



Our Values

We are
AMBITIOUS

We are
PURPOSEFUL

We aim to be
**BRILLIANT
PARTNERS**

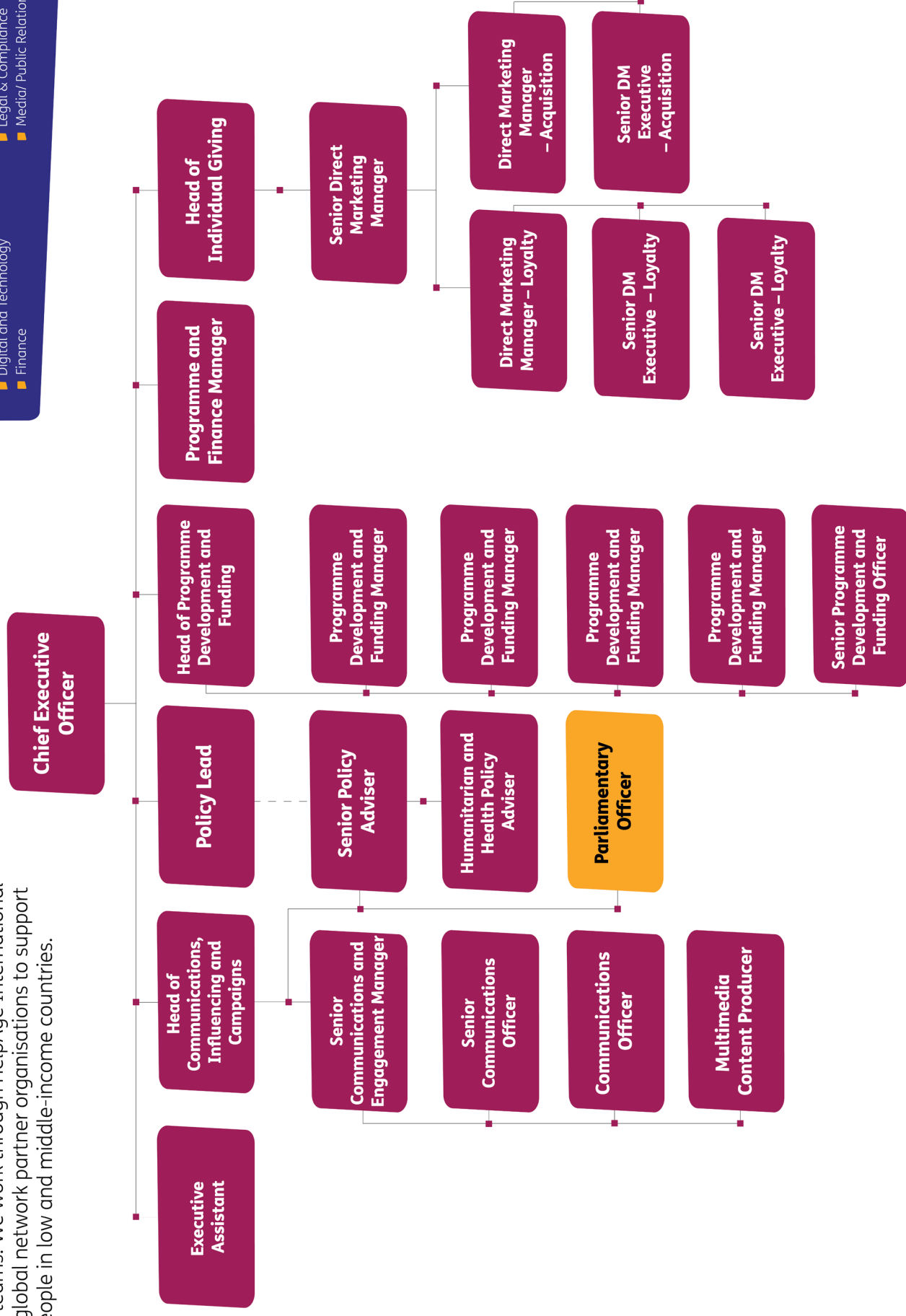
We **BUILD**
EACH OTHER
UP

Who we are

Age International is a small organisation in headcount however we are lucky to be part of Age UK and can share support teams. We work through HelpAge International and its global network partner organisations to support older people in low and middle-income countries.

Age UK Shared Services

- Brand Services
- CRM and Supporter Engagement
- Digital and Technology
- Finance
- Governance
- Internal Comms
- Legal & Compliance
- Media/ Public Relations
- People
- Policy
- Public Affairs
- Research





We're an
**Age-friendly
Employer**

Meseret, 80, is the sole carer for her great-granddaughters in Ethiopia.
© Katie Barraclough/Age International

Parliamentary Officer

The job, in a nutshell

This is an exciting time to join Age International. We have a refreshed strategy and a strong track record of influencing UK Government policy on issues affecting older people in low and middle-income countries.

We are a small but mighty organisation, which makes significant strides in championing the issues affecting older people across the globe - from how their human rights can be upheld, to how visible they are in humanitarian crises, to the opportunities presented by rapidly ageing populations.

Age International is the UK member of the HelpAge global network and a proud member of the Disasters Emergency Committee (DEC). Our role is to advocate, increase awareness and raise funds from the UK public, the UK Government and grant-making institutions for international programmes and policy that lift up older people.

The **Parliamentary Officer** has the opportunity to achieve meaningful change by continuing to build our profile and relationships with MPs and Peers, bringing the voices and experiences of older people in low and middle-income countries into Parliament. Internally, you will be collaborating cross-organisationally to help promote the inclusion of older people in the UK's international development work. Our work is already well established in this area, and we are now looking to build upon it.

What you'll do for us

Plan and deliver influencing of parliamentarians and parliamentary processes

- Deliver parliamentary influencing activities and use parliamentary processes to further Age International's advocacy objectives for older people, and build support and understanding of the needs and rights of older people across low and middle-income countries.
- Connect and build relationships with parliamentarians, their support staff, Prospective Parliamentary Candidates (PPCs) and political parties, managing communications, responding to requests and liaising with their offices. This includes building and leveraging constituency level contact with MPs and PPCs.
- Build Age International's profile and make visible the issues of global ageing with MPs, Peers and other relevant stakeholders, by initiating face-to-face meetings with individuals and groups.
- Provide ongoing, in-depth and accurate parliamentary and political monitoring, with analysis across priority and intersecting issues, and identifying opportunities to promote the needs and rights of older people.
- Identify opportunities to influence debates, parliamentary questions and speeches, including opportunities to influence relevant APPGs and the International Development Select Committee. To support these to take place, provide briefings, etc.
- Represent Age International at meetings or conferences with parliamentarians and other stakeholder audiences, such as Bond network members. This includes participating in parliamentary and other external stakeholder (e.g. think tank) events, sometimes after office hours.
- The above activities must be undertaken with reference to, and in alignment with, the work of the Policy Lead and Policy Advisers.

Support collaborative influencing

- Support the Policy Lead and Policy Advisers with their external influencing objectives.

Location

Hybrid/London EC3

Contract

2 years, 35 hours per week

People management

None

Division

Age International

Department

Communications, Influencing and Campaigns

Line Manager

Head of Communications, Influencing and Campaigns



- Collaborate with colleagues in the Communications, Influencing and Campaigns team, and the wider organisation, to identify and respond to opportunities for political engagement and to disseminate political intelligence, as well as contributing to thematic advocacy strategies.
- Collaborate with Communications and Campaigns colleagues on the identification and implementation of Age International change campaigns, including constituency research, connection building and activation of Age International supporters.
- Liaise with Age UK Public Affairs colleagues to share intelligence, ensure consistency and strategic alignment regarding engagement with parliamentary and related stakeholders, and build on mutually beneficial relationships and opportunities for political engagement.
- Ensure that relevant parliamentary and political information is communicated to internal stakeholders, and that the website and intranet are regularly updated.
- Provide internal briefings and help internal stakeholders prepare for meetings, events and other external engagements.
- Maintain systems for monitoring the organisation's contact with parliamentary and political stakeholders.

Deliver communications and events

- Produce or contribute to impactful briefing papers and written communication materials (e.g. consultation responses) for parliamentary and related audiences, and ensure effective dissemination (e.g. that they are submitted to the House of Commons library).
- Use social media in collaboration with Communications colleagues to strengthen relations with parliamentarians and related audiences.
- Design and manage the delivery of events, UK and international visits and other activities to promote Age International's advocacy agenda to parliamentarians, politicians and related decision-makers.
- Organise and support colleagues to attend political events e.g. Party Conferences.

What we need from you

The below competencies will be assessed at the indicated stage of the recruitment process:

Application = A, Interview = I, Test = T

Must Have's:

Experience

- Experience of working in a political or parliamentary setting. (A, I)
- Experience of communicating complex issues in relevant, politically informed and engaging ways to parliamentary and related audiences, including through briefings and other materials. (A, T)
- Experience of managing parliamentary monitoring systems and/or project managing parliamentary or political work. (A, I)
- Experience of collaborative team working, both with internal colleagues and externally with allies. (A, I)

Skills and knowledge

- Excellent knowledge of, engagement with, and interest in UK political and parliamentary affairs. (A, I, T)
- Excellent oral and written communication skills, with a high level of attention to detail. (A, T)
- Excellent interpersonal skills, with ability to collaborate across the political spectrum and with diplomacy. (A, I)
- Ability to prioritise workloads, set and meet deadlines, and balance conflicting demands. A self-starter. (A, I)

Personal attributes

- Commitment to making a positive difference for older people in low and middle-income countries as part of the Age International team. (A)
- Sensitive to issues of diversity, equity and inclusion, and willingness to promote Age International's values. (A, I)
- A clear thinker who can work under pressure and to multiple (and often competing) priorities. (I, T)
- A collaborative and supportive colleague who champions the function. (I)
- Willingness to learn and remain open-minded in a fast-changing sector. (I)

Great to Have's:

Experience

- Experience of building constituency-level engagement with MPs and Prospective Parliamentary Candidates. (A)

Skills and knowledge

- Knowledge of issues facing older people in low and middle-income countries, and of international development policy agendas. (I)

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role.

In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

Age UK acknowledges that some groups are less likely to apply for roles and we welcome applications from anyone who feels they have the skills, time and energy to commit to us.

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 [age_international](https://www.instagram.com/age_international)

HelpAge International UK, trading as Age International, is a registered charity (no. 1128267-8) and a subsidiary of Age UK (charity no. 1128267 and registered company no. 6825798); both registered in England and Wales. The registered address is 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB

Bheru is helping his community
fight the climate crisis in India.
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