PARLIAMENTARY INTERN POSITION

The Scottish Parliament Internship is a highly intensive and incredibly exciting and rewarding position! Students should be prepared to work independently and take on a wide range of tasks in a variety of areas. Job duties as a Parliament Intern vary greatly depending on the assigned MSP (Member of Scottish Parliament), their case load, and their committee obligations for the term. Once an MSP is able to gauge the abilities and skills of their intern, job duties may include task such as:

• Providing support for meetings and events
• Dealing with general public enquiries by telephone, mail, email and in person and taking appropriate initial action
• Conducting research for Parliamentary and Committee issues
• Policy development
• Support for constituency related campaigns
• Drafting correspondence, consultation responses and annual reports
• Liaisons with press officers and central research unit
• Performing secretarial and administrative work
• Supporting constituency casework
• Providing information, advice and support to constituents on a variety of issues through liaison with different agencies
• Drafting Parliamentary questions and motions
• Assisting with drafting of speeches
• Other administrative tasks and projects as required by MSP

In addition, as an intern you may be responsible for attending “open office” hours or other meetings to assist your MSP in dealing with constituents’ issues, appearing at meetings and events on behalf of your MSP, assisting with the work of other colleagues as required, and communicating appropriately with internal and external contacts.

Although the Scottish Parliament Liaison will try to match interns with an MSP in their desired area of interest, students must be prepared to work with any MSP from any political party.

Requirements

• Knowledge and experience of research methods
• Excellent written and spoken communication skills
• Ability to work effectively individually and within deadlines
• Ability to deal with sensitive issues and respect the need for confidentiality
• Effective team working skills
• Excellent organizational and planning skills
• Knowledge and understanding of Scottish Politics and current Parliamentary issues
• Proficiency with computers and Microsoft office
• High level of professionalism

For more information and examples of job duties, see TESTIMONIALS