



PARLIAMENTARY VETERINARY INTERNSHIP – FOR THE OFFICE OF PROFESSOR THE LORD TREES

**£17,000 per annum
London based**

**One year appointment. Part-time (three full days per week whilst Parliament is sitting (a total of c.110-120 days per annum).
Commencement date: October 2017.**

This position is open to veterinary graduates (who are MsRCVS) and to veterinary undergraduates at any UK veterinary school who have completed the third year of the undergraduate course. Candidates must demonstrate a commitment to the advancement of the veterinary profession in the UK.

The intern will support the activities of Professor the Lord Trees. Further details are available at <https://vprf.wordpress.com/parliamentary-veterinary-intern>

Interviews will take place in May/early June 2017.

To apply: Please send a covering letter and curriculum vitae to Lord Trees, House of Lords, Palace of Westminster, London, SW1A 0PW

For further information or if you have any questions regarding the role please contact the current intern Anthony Ridge by emailing ridgea@parliament.uk

Closing date for applications: Monday 10 April 2017.

Job Specification

PARLIAMENTARY VETERINARY INTERNSHIP

This post is open to qualified veterinary surgeons (who must be MsRCVS) or to veterinary students of UK universities who have successfully completed the first three years of the veterinary degree programme. In both cases, the candidate should demonstrate a commitment to the advancement of the veterinary profession in the UK.

MAIN DUTIES

To provide research and administrative support to the Office of Lord Trees in relation to his Parliamentary duties, including:

1. Fully briefing Lord Trees about forthcoming Lords business.
2. Researching topics of relevance as directed and preparing briefing papers.
3. Assisting in the preparation of speeches, questions in the House and presentations to other organisations.
4. Liaising with the RCVS, BVA and other relevant organisations in the execution of the above.
5. Assisting with the organisation of Parliamentary functions hosted by Lord Trees.
6. Dealing with daily correspondence – mail, email, telephone calls. Management of diary arrangements.
7. Managing the various VPRF media outputs – Vet Record Diary of a Parliamentary Intern, VPRF blog, Annual report and Twitter.

SKILLS REQUIRED

The successful candidate will have the following skills and attributes:

- a. Excellent IT and database skills - including social networks, Word, Outlook, Excel. Ability to interrogate published information (including electronic databases e.g. Web of Science, government and other sources) and produce coherent summaries of the facts therein.
- b. Clear, concise, logical and practical approach to issues
- c. Ability to communicate orally and in writing to a high standard.
- d. Ability to understand complex issues and to recommend solutions or theories.
- e. To represent the Office of Lord Trees in a professional manner.
- f. To demonstrate good time management and be flexible in their work patterns.
- g. To carry out other appropriate duties as required.

REQUIREMENTS

1. The post will involve three full days per week based in London whilst Parliament is sitting (a total of c.110-120 days per annum) together with occasional ad hoc tasks at other times (which will not require attendance at Westminster).
2. The Intern may take on other work (e.g. locum work) whilst not engaged in the duties of the Office of Lord Trees.
3. A salary of £17,000 per annum will be available, paid on a monthly basis. This will be subject to PAYE & National Insurance.
4. The Intern will be based within the Parliamentary Estate in Number 1, Millbank. A desk and computer will be provided, together with a security pass for the Parliamentary Estate.

PARLIMENTARY VETERINARY INTERNSHIP – Further information

1. The Parliamentary Veterinary Intern is funded from, and employed by, the Veterinary Policy Research Foundation (VPRF). The VPRF is a not-for-profit company set up by Lord Trees to provide a legal and financial vehicle which is transparent, subject to good governance and independent of Lord Trees' finances, with the purpose of employing an intern/researcher. In addition to providing research and administrative support to Lord Trees, it is intended that the internship provides a career development opportunity for young vets. It receives donations from a number of veterinary organisations.
2. One Internship is funded per year. It is advertised and awarded by a Selection Committee comprising Lord Trees, representatives of the donor organisations and the outgoing Parliamentary Veterinary Intern.
3. Competition for the Internship is open to veterinary graduates (who are MsRCVS) and to veterinary undergraduates at any UK veterinary school who have completed the third year of their undergraduate course.
4. The Internship is awarded for one year in the first instance with the possibility of renewal to the same candidate for one further year only.
5. The Internship supports the activities of Lord Trees in the House of Lords, when the House is sitting.
6. The terms and conditions of the award are determined by the Selection Committee.
7. For further information on the VPRF and the activities of the Internship see the VPRF Website: <https://vprf.wordpress.com>