



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

**£25,000 per annum (£43,000 FTE)  
London based**

**One year appointment. Part-time (four full days per week whilst Parliament is sitting (a total of c.135 days per annum)).**

**Commencement date: October 2023.**

This position is open to veterinary graduates who are MRCVS. Candidates must demonstrate a commitment to the advancement of the veterinary profession in the UK. The internship offers the chance to work at the House of Lords alongside the sole veterinarian in the House of Lords, Professor the Lord Trees. It offers a personal insight into veterinary policy and the parliamentary process; a chance for those interested in policy making and the roles of veterinarians in society to develop new skills and provides a unique career development opportunity

Interviews will take place in the week commencing May 22<sup>nd</sup> 2023.

To apply: Please send a covering letter and CV to the current intern, Harriet Davenport, at [davenport@parliament.uk](mailto:davenport@parliament.uk)

For further information or if you have any questions regarding the role please contact the current intern at the email address given above.

**Closing date for applications: 5pm on the 8th May 2023**

## **Job Specification**

### **PARLIAMENTARY VETERINARY INTERNSHIP**

This post is open to qualified veterinary surgeons who are members of the Royal College of Veterinary Surgeons. 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 website, Annual Report and Twitter.

### **SKILLS REQUIRED**

The successful candidate will have the following skills and attributes:

- a. Excellent organisational skills.
- b. 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.
- c. Clear, concise, logical and practical approach to issues
- d. Ability to communicate orally and in writing to a high standard.
- e. Ability to understand complex issues and to recommend solutions or theories.

- f. To represent the Office of Lord Trees in a professional manner.
- g. To demonstrate good time management and be flexible in their work patterns.
- h. To carry out other appropriate duties as required.

## **REQUIREMENTS**

1. The post will involve four full days per week based in London whilst Parliament is sitting (a total of c.135 days per annum).
  - a. Mondays will usually be spent working from home, and Tuesday to Thursday in a dedicated office in 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 £25,255.65 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 surgeons who are MRCVS or eligible to register to be MRCVS during their internship.
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.