

## Co-ordinator of the All Party Parliamentary Group on the Rule of Law

Salary:	£35,000 p.a. pro rata
Location:	Westminster/Russell Square
Term:	9 months Fixed Term
Hours:	4 days per week

The [Bingham Centre for the Rule of Law](#), which provides the Secretariat for the [All Party Parliamentary Group on the Rule of Law](#) ("the APPG"), is looking to appoint a Co-ordinator of the APPG to start work as soon as possible until the end of July 2021.

The APPG on the Rule of Law was founded by parliamentarians from both Houses in June 2015 to mark the 800<sup>th</sup> anniversary of Magna Carta. It exists to promote parliamentary and public discussion of the Rule of Law as a practical concept. The APPG seeks to ensure that significant Rule of Law issues are identified and discussed in the political process and not seen as the exclusive domain of courts and lawyers. To achieve this, it aims to sustain and grow a network of parliamentarians in both Houses and of all parties who are interested in the Rule of Law, both nationally and internationally.

The APPG is proactive in identifying opportunities for discussion and debate of topical Rule of Law issues in Parliament, often convening at short notice meetings of parliamentarians to consider a high profile issue in a Rule of Law framework. It also aims to be proactive in involving non-lawyers in parliamentary discussion of Rule of Law issues. The Co-ordinator has a crucial role in realizing the aims of the APPG and delivering a sustained programme of activities on topical Rule of Law issues.

When Coronavirus restrictions permit, it is hoped that the post will be based primarily near or on the parliamentary estate (subject to obtaining security clearance), with some time also spent at the Bingham Centre's offices in Russell Square. Until then, the role will be performed remotely.

### The Role

The main responsibilities of the role are to:

- Help the Bingham Centre as the Secretariat of the APPG to establish a Strategy for the work of the APPG in the current parliamentary session
- In consultation with the Officers of the APPG, and in particular its Chair and Co-Chair, devise and deliver a programme of activities for the APPG in the current parliamentary session
- Ensure compliance with the constitutional requirements of the APPG
- Be the public contact point for the APPG, including dealing with any public inquiries about the APPG
- Co-ordinate all the activities of the APPG, liaising between the Officers and Members of the APPG and its secretariat

- Monitor parliamentary business on a weekly basis to identify in advance Rule of Law issues arising and opportunities to engage parliamentarians in discussion and debate about the Rule of Law
- Convene regular meetings of the APPG on topical Rule of Law issues of significance, inviting expert speakers from outside Parliament to inform parliamentary discussion and debate
- In close collaboration with the APPG's Officers and secretariat, conceptualise ideas for APPG meetings and draft background briefing material to support members' participation in the meetings
- Draft correspondence from the APPG, and assist Members with the formulation of parliamentary questions on topical Rule of Law matters
- Communicate with/liaise with APPG members and other interested parliamentarians
- Grow the network of parliamentarians in both Houses interested in the Rule of Law
- Liaise with the Libraries of both Houses and the Knowledge Exchange Unit at Parliament about Rule of Law research of relevance to parliamentary business
- Build relationships with parliamentary stakeholders, including members and key staff of relevant Committees, and with other Parliament-facing organisations
- Collaborate and co-ordinate with the Co-ordinators and secretariats of other relevant APPGs
- Maintain the APPG's membership list and mailing list, compatibly with GDPR
- Keep up to date the APPG's dedicated section on the Bingham Centre website
- Establish and maintain a directory of Rule of Law experts, including researchers, prepared to engage directly with Parliament about Rule of Law issues
- Develop fund-raising ideas to make the APPG sustainable
- Report to funders

## Person Specification

It is expected that the successful candidate will be able to demonstrate the following through their CV, covering letter and interview performance:

- Good knowledge and understanding of the legislative process and how Parliament works
- A sound grasp of the concept of the Rule of Law (as expounded, for example, by Lord Bingham in his 2010 book *The Rule of Law*)
- Good understanding of the relationship between law and politics and of Parliament's role in relation to the Rule of Law
- An undergraduate degree in law, politics or a related field
- A postgraduate degree in a relevant field is desirable but not essential

- Appreciation of the need for confidentiality and discretion in dealing with parliamentarians
- Excellent clarity of written expression
- Good organisational skills
- An enthusiasm for bringing people together
- Political neutrality and an ability to work across parties, including willingness to facilitate discussions featuring viewpoints with which you disagree
- Diligence and attention to detail
- Literacy in social media in a professional environment (primarily Twitter, Facebook and LinkedIn),
- Ability to manage contact databases and customer relations management systems (such as Mailchimp).

#### **Key working relationships**

- Chairs and Officers of the APPG
- Bingham Centre Director
- Senior Research Fellow in Rule of Law Monitoring of Legislation
- Head of Public Engagement

The APPG Co-ordinator will report to and work closely with the Director of the Bingham Centre, Murray Hunt, and will also work closely with the Chairs and Officers of the APPG.

The full time salary for the role is **£35,000 p.a., pro rated**. The post is offered at 0.8 fte, so the salary for 4 days a week will be **£28,000 p.a.**

This is a fixed term post for **9 months**, starting as soon as possible. Secondments for this period may also be considered.

## About the Bingham Centre for the Rule of Law

The Bingham Centre exists to advance the Rule of Law in the UK and worldwide. A part of the British Institute of International and Comparative Law (BIICL), the Centre was established in 2010 to take forward the life's work of Tom Bingham, the former Senior Law Lord and author of the most celebrated English language account of the meaning of the Rule of Law.

The Centre's overarching strategic aim is "democratising the Rule of Law": mainstreaming it into policy making, law making and decision making in all relevant sectors and explaining its meaning and importance clearly to all relevant audiences, including the public. We also work to embed the Rule of Law in democratic institutions, by helping to develop the necessary institutional machinery, processes and procedures to give it practical effect.

More information about the Bingham Centre's research, events and activities on the Rule of Law can be found on our [website](#).

## How to apply

1. Informal enquiries about this post may be addressed to the Director of the Bingham Centre, Murray Hunt, c/o Alex Mandich  
[a.mandich@binghamcentre.biicl.org](mailto:a.mandich@binghamcentre.biicl.org)
2. To apply, please send the following by **23:59 on Sunday 1<sup>st</sup> November 2020** by email to [jobs@biicl.org](mailto:jobs@biicl.org):
  - The BIICL application cover form (available at [www.biicl.org/vacancies](http://www.biicl.org/vacancies)) including the names and addresses of three referees (two of whom can be contacted prior to interview)
  - Your full CV
  - A covering letter (maximum 2 pages) setting out your reasons for applying and how you consider that you meet the person specification for this post.

**Please ensure that you put the full title of the role you are applying for in the email subject line.**

3. Interviews are expected to take place during the **week beginning 9th November 2020** and will take place by Zoom. It is hoped that the successful candidate will be available to start at the earliest opportunity.
4. In order to be considered for this role, you must currently have the right to work in the UK or will have the right to work in the UK by the date of commencement of employment.

## Equality and Diversity

5. We particularly welcome applications from members of groups who are currently under-represented amongst parliamentarians and their staff.