

Job Description

Job Title Green Group Political Assistant (Fixed Term until May 2027)	Service Area Democratic Services	
Directorate Law and Governance	Post Number 3527	Evaluation Number 7660
Grade PO3	Date Last Updated 02/06/2026	

Overall Purpose of Job

To provide strategic political, policy, communications and organisational support to the Green Group, helping the Group maximise its effectiveness and influence within the Council and the borough. To support effective working relationships within the Green Group and between councillors, officers and other stakeholders. To undertake all duties with appropriate political sensitivity and confidentiality. This role combines strategic planning and operational implementation.

Job Context

The post holder reports to Head of Democratic Services, but day to day management of work priorities and accountability will be from the Leadership team of the Green Group (Leader, Chair and Business Manager, and any deputies) and other Green Group members as agreed with the Leadership team.

1. The post holder has no line management responsibility.
2. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies. Physical attendance at meetings of Full Council and some Green Group meetings is expected.
3. This post is established under s.9 of the Local Government & Housing Act 1989 and the statutory rules applicable to such posts.
4. The post holder will be required to work proactively and autonomously, in line with strategy and values led by Group members, particularly the Group Leadership team, with an understanding of the part-time nature of the elected councillor role.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may

fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. To work closely with the Green Group to provide strategic political, policy, communications and organisational advice and support.
2. To undertake research, collate information from various sources and prepare clear and accurate briefings and reports as necessary.
3. To keep and maintain up to date knowledge of political, legislative, policy and local government developments, including new legislation and national party policies, and to assess and communicate their implications for the Green Group and the borough.
4. To ensure that the Green Group is fully and promptly briefed on important aspects of Council business, clarifying information with Council officers.
5. To obtain information from Council departments and senior officers, and to advise Green Group members on Council policy and the policy of the Group and the national party, with a view to enabling them to participate effectively in meetings.
6. To advise on the content of Council, Scrutiny and external documents and to prepare responses as necessary.
7. To support the effective operation of Green Group meetings, including scheduling, agenda planning, preparation of papers, recording minutes and actions and ensuring follow-up within agreed timeframes.
8. To undertake research, projects, speech writing, policy development and strategic advisory work on behalf of the Green Group, including supporting the development of Green Group policy positions through research, stakeholder engagement, briefing preparation and strategic advice.
9. To develop a good knowledge of the functions, operations and programmes of the Council and its departments, including developing strong working relationships with Council officers and act as a conduit between Members and Officers.
10. To support the Green Group in responding to constituent casework and enquiries, including undertaking research, drafting correspondence, identifying the appropriate Council officer or process, and tracking outstanding actions, while recognising that the post holder holds no delegated powers and cannot direct Council officers.
11. To work closely and proactively with the Group Leader, Business Manager and Group Chair to support the effective day-to-day running of the Group, coordinating

priorities, managing the Group's workflow, and ensuring the leadership team is briefed and prepared for Council business.

12. To support the Group Leader in preparing for and following up on meetings with the Mayor, Cabinet Members and senior officers, including preparing briefings, drafting questions and correspondence, and recording agreed actions.

13. To build and maintain productive relationships with key stakeholders, including council officers, partner organisations, elected representatives, campaign groups, public bodies and community organisations relevant to the work of the Green Group.

14. To identify opportunities for the Green Group to influence Council policy and decision-making and support engagement with key internal and external stakeholders.

15. To support the political management of Full Council meetings, ensuring Green Group members are organised, briefed, and prepared for debates and votes. This includes supporting the preparation of motions, amendments, questions, speeches and other debate material where required.

16. To support the induction, development and ongoing effectiveness of Green Group members, including organising training, development opportunities and Group planning sessions where required.

17. To support events, meetings and engagement activities hosted or organised by the Green Group where required.

18. To support the Group Leadership Team with coordination of committee appointments, outside body nominations and related constitutional processes where required.

Communications

19. To ensure effective communications between the Group Leadership Team and Green Group, to include supporting the circulation of communications from the Leadership Team to Group Members, and attending Group meetings where necessary.

20. To lead the strategic communications and public affairs function of the Green Group, including media relations, press activity, digital communications, website management, newsletters, campaign messaging, social media strategy, stakeholder communications and proactive promotion of the Group's work.

21. To liaise with Corporate Communications as appropriate to maintain contact with the media, monitor press coverage, and advise the Group on the most effective response.

Culture

22. To promote and demonstrate a practical commitment to equal opportunities and equity.

23. To support the Council in monitoring high standards of conduct and probity amongst elected Members.

24. To provide responsive, professional and effective support to Members in delivering the objectives of the Green Group.

Additional Information

This role is politically restricted in accordance with the Local Government and Housing Act 1989. This means the post holder is prevented from having any active political role either in or outside the workplace. Politically restricted employees are disqualified from standing for or holding elected office, and these restrictions are incorporated as terms in the contract of employment under the Local Government Officers (Political Restrictions) Regulations 1990. The post holder is also prohibited from canvassing on behalf of a political party or a candidate, and from acting as an election agent or holding office in a political party.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Person Specification

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Directorate Law and Governance	Post Number 3527	Evaluation Number 7660
Grade GRADE PO3	Date Last Updated 02/06/2026	

IMPORTANT INFORMATION FOR APPLICANTS The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.	
CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: Degree level qualification or demonstrable professional experience of holding a post with transferable skills. Knowledge of government and the public sector, with a focus on local government. An understanding of the statutory framework governing the political management of local authorities and the powers and conduct of Councillors. Knowledge of political parties and their operation. Knowledge of local government legislation, including the Constitution, Code of Conduct Council Procedural Rules, Standing Orders and similar matters. Knowledge of standard software packages and ability to maximise the use of ICT in this role.	Application Form Application Form / Interview Application Form / Interview Application Form / Interview Interview Application Form / Interview
EXPERIENCE: Experience of working within local government, the public sector or an equivalent field. Experience of working positively to engage with and understand the needs of stakeholders and Residents.	Application Form / Interview Application Form / Interview

High level written and verbal communication skills sufficient to enable the post holder to undertake duties of the post. Awareness of equity, diversity and inclusion. Experience planning and delivering communications, media or public affairs activity. Experience of developing and implementing social media strategies and plans	Interview Application Form / Interview Application Form / Interview Application Form / Interview
PERSONAL STYLE AND BEHAVIOUR: A 'can-do' approach to working in a fast paced culture with Councillors volunteers and officers Ability to manage sensitive and highly confidential information, within a political environment and with regard to non-disclosure requirements. Ability to influence and provide advice to Members and stakeholders. Ability to operate confidently in a political environment.	Application Form/Interview Interview Interview Application Form/Interview
SKILLS AND ABILITIES: Demonstrable experience of ability to collaborative problem-solving approach Demonstrable experience, understanding and ability to work with/for groups and understand group dynamics and models of collaborative working Demonstrable experience of ability to negotiate effectively with senior leaders.	Interview Application Form/Interview Application Form / Interview

Strong written and numerical skills. Demonstrable experience of and ability to manage numerous projects and priorities simultaneously. Demonstrable experience of ability to work with minimal supervision to meet competing priorities.	Application Form Application Form / Interview Application Form / Interview
OTHER SPECIAL REQUIREMENTS: Available to work outside normal business hours to meet the needs of the Group and to attend evening meetings at council offices and in the community. Willingness and ability to work occasional evenings and weekends to maintain service delivery This is a post established under s.9 of the Local Government & Housing Act 1989. This post is politically restricted under section 2(1) of the Local Government and Housing Act 1989.	Application Form/Interview