



Office of the Clerk of Tynwald
Parliamentary Intern
(Limited Term Appointment of one year)

Job Description

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| Job Title: | Parliamentary Intern (Limited Term Appointment One Year) |
| Department: | Office of the Clerk of Tynwald |
| Salary: | Pay Band 3, Spine Point 12 (£25,784) |
| Hours per week: | 37 hours |
| Closing Date: | Midnight on Wednesday, 8 th July 2026 |

[About the Office of the Clerk of Tynwald](#)

The Office of the Clerk of Tynwald provides a wide range of parliamentary and administrative services. The office is proud to deliver high-quality services to Tynwald and the public, and has a reputation for excellence both on and off the Isle of Man.

You will be joining a small, friendly and professional organisation of just over 30 people who work hard to deliver the wide range of services expected in a modern parliament.

Research and Scrutiny Support sits within Legislative Services, the division responsible for the functions directly in support of the legislature. The Research and Scrutiny Support team provides parliamentary research and information services for Members and Committees; supports the clerking of the scrutiny Committees; and provides administrative services for all Committees of Tynwald. Other functions provided by Legislative Services include the administration of sittings of the House of Keys, Legislative Council, and Tynwald, the creation of the Official Report (Hansard), the Listen Live and Again service, and support for Private Members' Bills.

[About the Role](#)

This internship will give you the opportunity to develop your skills in a variety of areas and learn about how Tynwald works as a small, modern parliament. With the support of your colleagues, you will develop your knowledge of parliamentary procedure, the legislative and scrutiny process, and the politics of the Isle of Man.

You will be based in the Research and Scrutiny Support team, where you will be directly involved in supporting Members and Committees of Tynwald as they examine and challenge the work of Government. You will also contribute to tasks that support the running of business in plenary sittings and assist with other functions of Legislative Services as required. You may also have opportunities to get involved in the wider activities of the Office of the Clerk of Tynwald.

The Parliamentary Internship has been running since 2014. Former interns have gone on to careers in other parliaments, the civil service, other areas of the public sector, and legal services, both in the Isle of Man and further afield.

The internship will run from the start of October 2026 to the end of September 2027.

Responsibilities

Committees

You will be Assistant Clerk to one or more of the Standing or Select Committees, working with the Clerk of the Committee to manage the Committee's inquiries. This will involve tasks such as:

- Attending Committee meetings;
- Record-keeping and producing agendas and minutes;
- Liaising with colleagues and external stakeholders to organise Committee activities;
- Answering queries about Committee business;
- Recording and streaming public oral hearings;
- Preparing briefing papers and suggested questions for oral hearings;
- Analysing written and oral evidence;
- Drafting media releases and other Committee outputs; and
- Drafting reports and recommendations.

Parliamentary Research

You will provide impartial research and analysis on a wide range of policy issues. This will involve tasks such as:

- Responding to requests for information and analysis from Members and Committees of Tynwald;
- Drafting and contributing to proactive briefing papers that are published on the Tynwald website (<https://tynwald.org.im/learn/research>);
- Monitoring a shared inbox and taking research requests;
- Maintaining in-house research resources and datasets;
- Peer-reviewing and commenting constructively on others' work; and
- Maintaining a good level of awareness of parliamentary business and current affairs.

Chamber Work

You will assist with the administration of the work of the three Chambers. This will involve tasks such as:

- Creating formatted drafts of official documents such as Votes and Proceedings; and
- Being on a rota for recording and logging sittings as part of the creation of the Official Report (Hansard).

You will be asked to write a blog about your experience of working in Tynwald; previous examples are published [here](https://tynwald.org.im/parliamentary-intern): (<https://tynwald.org.im/parliamentary-intern>)

The work of this small office is varied and the Clerk of Tynwald may specify other duties from time to time. On occasion, you will be expected to cover for other team members and to assist with work in other areas of the Clerk of Tynwald's Office.

About You

To succeed in this role you will have:

- Strong oral and written communication skills with meticulous attention to detail.
- The ability to analyse, synthesise and explain complex information and ideas to a non-specialist audience.
- The ability to acquire knowledge in unfamiliar areas quickly.
- Strong IT skills.
- The ability to organise and prioritise your own workload, manage your own time, and keep to deadlines.
- The ability to work collaboratively as a team player, sharing skills and knowledge.
- The ability to command the confidence of Members of Tynwald, colleagues, and the public.
- The ability to act with impartiality and discretion.
- A flexible outlook with a willingness to take on new challenges.

What we can offer you

We welcome applications from diverse backgrounds. We are pleased to champion equality, diversity and inclusion in our workplace and believe this promotes equal opportunity and fairness at work for our employees, and also benefits our working as we hear a wide range of views and experiences while we work together.

We are happy to discuss flexible working arrangements, subject to meeting the needs of the office. We understand flexible working can benefit employees by improving work-life balance and supporting health and wellbeing in its different forms. In your application, please let us know your preferred working hours.

You will receive:

- A competitive salary in line with Public Service Commission pay scales.
- Annual leave starting from 21 days, a privilege day, and all Manx and UK bank holidays. Please note that all staff are asked to work on Tynwald Day.
- A flexi-time scheme where you can accrue any additional time worked to take as leave.
- Access to the Isle of Man Government's Learning, Education and Development training facility to support your continuous professional development.
- Access to the CPA Parliamentary Academy, a central learning hub for Commonwealth Parliamentarians, Clerks and parliamentary officials.
- Access to the Isle of Man Government Staff Welfare Service which offers professional counselling, emotional support and sign-posting on a wide range of issues.

Things to note:

- A relocation package and interview expenses are not available for this role.
- The position is not superannuable.

How to find out more and apply

To find out more about Tynwald and the Office of the Clerk of Tynwald, please visit our website <https://www.tynwald.org.im>

If you would like to learn more and have an informal conversation, please contact Francisca Gale, Research and Scrutiny Support Manager: f.gale@tynwald.org.im or 685500.

If you have difficulties applying, please contact our reception team on 01624 685500 or by email at enquiries@tynwald.org.im

Application

An application form is provided on Tynwald's website/recruitment.

To apply, please send a completed application form with a copy of your curriculum vitae to enquiries@tynwald.org.im

Hard copy applications should be sent to Mr Jonathan King, Clerk of Tynwald, Office of the Clerk of Tynwald, Legislative Buildings, Finch Road, Douglas, Isle of Man, IM1 3PW.

The closing date for applications is: midnight on Wednesday, 8th July 2026.

You will receive an acknowledgement email via the email address you provide on receipt of your application and you will be updated on your progress as the recruitment progresses. Please check your Junk Mail and Spam folders to make sure you don't miss any correspondence.

Interviews and Assessment

Interviews will be held the week commencing Monday, 20th July 2026.

There will be a short exercise intended to assess your skills in research and drafting.

If you need any assistance, please inform the team on confirmation of your interview.