

Nathan Thomas Gillett

3 Tennyson Avenue, Oswaldtwistle, Lancashire, BB5 4QZ
07380 809457, nathangillett0@gmail.com

PERSONAL STATEMENT

A motivated and professional individual with eight years of experience in various political roles. Currently working as a Senior Parliamentary Caseworker for Chris Green MP and formerly as a Campaign Manager.. I have acquired a diverse range of professional skills through working and studying in various roles. I am very flexible in my working with a focus on attention to detail, efficiency and punctuality. Furthermore, an eagerness and ability to pick up new ways of working quickly.

WORK EXPERIENCE

Senior Parliamentary Caseworker, Constituency Office of Chris Green MP - October 2022 - present

In this role, I carried out the duties included in my previous job and my responsibilities now also include:

- Training and mentoring new staff members/interns.
- Composing social media posts and forming strategy for increased engagement.
- Dealing with complex casework, relating to immigration, welfare and housing.
- Designing paper and online surveys, whilst keeping a website up-to-date.
- Contributing to the organisation of the Members' constituency diary.

Parliamentary Caseworker, Constituency Office of Katherine Fletcher MP – July 2020 – October 2022

- Dealing with constituent enquiries and raising them with the appropriate third party.
- Assisting the Member of Parliament with surgeries and any follow-up action.
- Providing constituents with information about national policy and dealing with sensitive casework.
- Assisting with the MP's social media platforms and regularly posting to them.
- Organising incumbency events for the MP including jobs fairs, pensioners' advice fairs and Meet Your MP events.
- Working with key stakeholders to establish and implement long-term incumbency strategy. - Studying data and identifying areas for improvement.

Campaign Manager, Conservative Party, Stockport, Hazel Grove & Cheadle – January 2020 – July 2020

- Produce literature for MPs and candidates efficiently and to a high standard.
- Ensuring 100% nominations in local and Mayoral elections.
- Collecting data such as telephone numbers, email addresses and voting intentions.
- Ensure that all data collected is stored in line with current GDPR guidelines.

Campaign Manager, Conservative Party, Rossendale and Darwen – January 2019 – January 2020

- Budgeting and strategising for local and general election campaigns.
- Promoting MPs and Councillors using social media.
- Organise fundraising events.
- Signing up volunteers, organising canvass sessions and survey delivery.

Parliamentary Caseworker, Constituency Office of Jake Berry MP - June 2016-January 2019

- Dealing with constituent enquiries and raising them with the appropriate third party.
- Assisting the Member of Parliament with surgeries and any follow-up action.
- Providing constituents with information about national policy and dealing with sensitive casework.
- Assisting with the MP's social media platforms and regularly posting to them.
- Organising incumbency events for the MP including jobs fairs, pensioners' advice fairs and Meet Your MP events.

EDUCATION

2016 - Level 2 NVQ in Business Admin – Office of Jake Berry MP

2017 - Level 3 NVQ in Business Admin – Office of Jake Berry MP

2019 - Level 3 NVQ in Leadership – Conservative Party

2016 - Burnley College – A Levels in Business and History

2014 - Hollins Technology College – 8 GCSEs Grades A-C

REFERENCES

Jake Berry MP, Member of Parliament for Rossendale and Darwen, Jake.Berry.MP@Parliament.uk

Hayley Wells-Bradshaw, former Area Campaign Manager for the Conservatives, Hayley.Wells-Bradshaw@Conservatives.com

Chris Green MP, Member of Parliament for Bolton West, Chris.Green.MP@Parliament.uk