

JENNY RIGBY - CV

Apartment 101, Ilex Mill, Bacup Road, Rawtenstall, Rossendale, BB4 7NQ

Tel: 07710451738 Email: jen.rigby@hotmail.co.uk

PERSONAL PROFILE

A communications professional with 5 years' experience in delivering key campaign objectives through message design, content writing and strategy management. I am an ambitious and determined person with excellent planning and organisational skills. I welcome challenges and thrive on responsibility. I can balance competing priorities, whilst working to strict deadlines.

EMPLOYMENT HISTORY

April 2022 – Present

Senior Communications Officer – Office of Sir Jake Berry MP

- Drafting press releases and liaising with local media
- Writing newspaper and magazine articles for local press
- Filming and drafting content for social media and using these platforms to engage directly with constituents – growing the audience to more than 11,000
- Managing a database of over 24,000 email addresses and writing regular e-newsletters
- Writing letters to Government departments, businesses, charities, schools and constituents
- Designing and running single issue campaigns in line with MP's campaign plan
- Accompanying MP during constituency visits and meetings with local organisations

April 2022 – Present

Campaign Manager - Rossendale & Darwen Conservative Association

Working on the 2024 General Election Campaign and three local election campaigns across the Parliamentary Constituency of Rossendale and Darwen.

- Overall development of campaign strategy and messaging
- Drafting campaign literature including, emails, leaflets, letters and social media content
- Managing and recruiting volunteers and candidates
- Arranged and led campaign sessions to gather data and deliver literature
- Managing campaign budgets and assisted with fundraising
- Assisted the Association's Management Team, took minutes and attended meetings

January 2020 – March 2022

Chief of Staff - MP for Bury South

- Set up constituency office from scratch. Managed and trained a team of staff, interns and work experience placements in the constituency and in Westminster
- Managed MP inbox and had final sign-off on casework – engaging with Cabinet ministers, Government agencies and third parties, often on behalf of vulnerable residents

- Held ultimate responsibility for the MP's social media output across Facebook, Instagram and Twitter
- Acted as the MP's point of contact with the media – including drafting of press releases, reactive quotes, newspaper columns and website articles
- Responsible for accurate and timely reporting to Parliamentary authorities of office and staffing budgets
- Onboarding and offboarding of the MP's staff, including changes to contracts and annual reviews
- Diary management across Westminster and the constituency, arranging and accompanying MP to meetings, visits and surgeries
- Responsible for the MP's security at all times, including liaising with Police and Parliamentary authorities on security arrangements
- Horizon-scanning, identifying future opportunities and risks and anticipating what advice or action may be required; proactively identifying problems and resolving them

January 2019 – January 2020

Campaign Manager and Agent - Conservative Party

Organised the 2019 General Election campaign in the two target seats of Bury North and Bury South. Ran the local election campaigns for 17 candidates at the 2019 local elections in Bury. Worked on the European Elections and Conservative Party Leadership Hustings.

PREVIOUS ROLES IN THE RECRUITMENT INDUSTRY:

March 2017 – December 2018:

Recruitment Consultant - Proman Heywood Commercial Division

- Advertised and recruited candidates for both volume temp, permanent and contract roles
- Telephone and face to face interviewing
- Business development and presentations to potential clients
- Administration, compliance and referencing
- Temp management, including weekly site visits covering well-being, grievance and disciplinary procedures
- Recruited, trained and supervised staff, scheduled and assigned workloads

February 2015 – February 2017

Account Manager & Joint Office Manager - Red Recruitment Burnley Contact Centre Industry

June 2014 – January 2015

Recruitment Consultant - G2 Recruitment Solutions Manchester Engineering Sector

EDUCATION

2018	Recruitment & Employment Confederation	Level 3 Certificate in Recruitment Practice
2011 – 2014	University of Lincoln	2:1 BA (Hons) Politics
2004 – 2011	Haslingden High School	3 A Levels & 12 GCSEs