

# Nathan Thomas Gillett

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## 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