

STEPHEN MORGAN MP



HOUSE OF COMMONS
LONDON SW1A 0AA

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| Job title | Parliamentary Assistant |
| Working for | Stephen Morgan MP |
| Location | House of Commons, Westminster |
| Salary | £25,500 to £35,308 FTE plus benefits. (In line with current IPSA pay scales, this will be pro-rata for 22.5 hours) |
| Hours | 22.5 per week (with occasional weekend and evening working) |

Job details

The new role of Parliamentary Assistant will work in a small dedicated team in the House of Commons alongside the Parliamentary Researcher to support Stephen Morgan MP with his parliamentary responsibilities on behalf of constituents and duties as the newly appointed Shadow Minister for the Armed Forces in the Shadow Defence Team.

The Parliamentary Assistant will assist with key office tasks, policy and research development, attendance at meetings and events, deliver key communications and stakeholder engagement, and help co-ordinate actions arising from Stephen's wide-ranging parliamentary activity.

Key responsibilities

- Carrying out research into local, national and international issues as required, including in relation to constituency enquiries and parliamentary priorities
- Supporting briefings and actions arising from parliamentary work to inform speeches, debates, events and media appearances
- Assisting with the answering of telephone calls and emails in the parliamentary office and recording actions to be taken

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- Helping the continued development and delivery of a social media and communication strategy and regular ebulletin
- Set up and attend parliamentary meetings and events where required and record actions to be taken
- Assisting with the management of the parliamentary diary and stakeholder correspondence
- Maintaining accurate records and notes to ensure the smooth running of the parliamentary office
- Maintaining high standards of professional confidentiality and full compliance in terms of Data Protection and GDPR.

Skills required

- The ideal candidate will be able to demonstrate the ability to work with tight timelines and a volume of communication
- Excellent written and verbal communication skills, with the ability to undertake desk-based research and assist with reliable proof reading of all items for publication
- Experience in a similar role is essential and a breadth of knowledge of the workings of Parliament to support the Member of Parliament in the role, is highly desirable
- The ability to respond quickly to changing priorities in an effective way is essential
- Must be well organised and work to high standards of accuracy. Qualified to degree level is essential and the ability to work in a methodical way with low levels of direct supervision.

Member of Parliament for Portsmouth South

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Please note

Upon appointment you will be required to comply with the Baseline Personnel Security Standard, undertaken by the Members' Staff Verification Office (MSVO).

See [Members' Staff Verification Office \(MSVO\)](#) for further information.

Website

www.stephenmorgan.org.uk

Social media

@StephenMorganMP

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