

STEPHEN MORGAN MP



HOUSE OF COMMONS
LONDON SW1A 0AA

Job title	Parliamentary Researcher
Working for	Stephen Morgan MP
Location	House of Commons, Westminster and occasionally at the constituency office at 72 Albert Road, Southsea
Salary range	(In line with IPSA pay scales) £25,500 up to £35,308 pa
Hours	Full-time. Occasional evening or weekend work may be required

Job details

Key responsibilities

- Support Stephen Morgan's work as MP for Portsmouth South and in his parliamentary work as a shadow minister
- Undertake research, from primary and secondary sources, on complex subjects and provide briefing and policy advice
- Draft parliamentary questions, speeches and briefings
- Proactively engage the national, regional and local media on parliamentary work and support reactively handling of enquiries from the media
- Monitor bills, motions, legislation, Hansard, petitions, debates, etc
- Respond effectively and courteously to all contacts from constituents, media, MPs, lobbyists and pressure groups on a wide range of topics
- Help maintain social media presence including Facebook, Twitter and other platforms and updates to the website on a regular basis
- Liaise with the constituency office to progress casework and policy work through liaison with local and national bodies, government agencies and others
- Assist with diary management and coordination of meetings and visits.

Member of Parliament for Portsmouth South

020 7219 3906 | stephen.morgan.mp@parliament.uk | [@StephenMorganMP](https://twitter.com/StephenMorganMP)

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Ideal candidate

We are looking for a candidate who will:

- Have excellent research analysis and writing skills and acute attention to detail
- Demonstrate good communication and people skills and a working knowledge of social media
- Have strong organisational research skills, good time management and able to produce high quality work under pressure.
- Have a working knowledge of standard office practices and computer packages
- Be sympathetic to the aims and objectives of the Labour Party and be politically aware
- Offer previous experience of working in Parliament would be beneficial.

Further details

Based Westminster with occasional travel to Portsmouth.

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 \(MSVO\)](#) page for further info. MPs generally pay staff in accordance with [IPSA guidelines](#).

Website

www.stephenmorgan.org.uk

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