

STEPHEN MORGAN MP



HOUSE OF COMMONS
LONDON SW1A 0AA

Job title	Caseworker (maternity cover)
Working for	Stephen Morgan MP
Location	Constituency Office at 72 Albert Road, Southsea (and occasionally at the House of Commons)
Starting Salary	As per job advert (Salary range £23,810 – £31,327)
Hours	Full-time. Occasional evening or weekend work may be required
Contract Length	1 Year fixed term contract for maternity cover

Job details

Stephen Morgan MP is seeking an exceptional individual for the role of Caseworker.

This important role will work alongside constituency-based and parliamentary staff, ensuring the wellbeing and development of staff is prioritised to ensure the efficient running of the constituency office.

Key responsibilities

- Assist surgeries and other meetings and follow up as appropriate
- Deal with large numbers of standard queries, as well as assisting on more complex cases from members of the public by phone, email, social media or face to face.
- Draft responses to constituents
- Ensure records are kept and information managed confidentially in line with the data protection legislation
- Ensure that each case is dealt with promptly, sensitively, confidentially and accurately in accordance with the MP
- Gather relevant information to assist with resolving cases
- Log all cases; monitor progress and ensure all identified actions are taken

Member of Parliament for Portsmouth South

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

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- Maintain up-to-date knowledge of relevant guidelines/legislation as appropriate in dealing with casework and policy enquiries
- Retain records and information confidentially and in line with the Data Protection Act

Skills required

We are looking for a candidate who works well in a small, committed team performing a range of tasks in support of the MP's delivery of his constituency work.

- Previous casework experience and knowledge of immigration, housing and welfare casework is desirable
- Ability to deal with and prioritise a large and varied caseload, and to work well under pressure
- Ability to manage expectations of constituents in sometimes challenging circumstances
- Excellent interpersonal and written communication skills
- Good IT skills including using a casework system and MS Office applications
- Ability to draft letters and emails to a high professional standard
- Ability to develop knowledge in specialist areas and be willing to undertake training
- Motivated to work independently as well as the ability to work effectively as part of a small team

Further details

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.

Upon employment you will be automatically entered into the non-contributory House of Commons Staff Pension Schemes

Closing Date: Wednesday 10 December 2025

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Interview/Start Dates

We are planning to hold interviews online during the w/c 15 December 2025. Start date ideally as soon as possible and no later than the end of January 2026.

Application Details

Stephen is committed to increasing diversity and maintaining an inclusive workplace culture. We encourage applications from underrepresented groups. If you require any reasonable adjustments, please get in touch.

To apply, please send your CV and a covering letter (1 side of A4 max) outlining why you believe you are suitable for the role to stephen.morgan.mp@parliament.uk stating 'Caseworker' and your name in the subject line.

A high level of interest is expected and whilst we hope to acknowledge all applications, successful or otherwise, this cannot be guaranteed.

Website

www.stephenmorgan.org.uk

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