

STEPHEN MORGAN MP



HOUSE OF COMMONS
LONDON SW1A 0AA

Job title	Parliamentary Assistant
Working for	Stephen Morgan MP
Location	House of Commons, Westminster
Salary	£25,500 to £37,466 (In line with current IPSA pay scales)
Hours	Full-time. Occasional evening or weekend work may be required
Contract Length	Permanent

Job details

The Parliamentary Assistant will work in a small dedicated team in the House of Commons alongside the Senior Parliamentary Researcher to support Stephen Morgan MP with his parliamentary responsibilities on behalf of constituents and duties as the Shadow Minister for Schools in the Shadow Education 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

- Work in close tandem with the Senior Parliamentary Researcher to deliver action on the MP's constituency priorities in Parliament
- Carry out research into local and national issues as required, including in relation to constituency enquiries and parliamentary priorities
- Help maintain social media and digital presence including through design of regular ebulletin and subtitling of videos

Member of Parliament for Portsmouth South

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

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- Draft parliamentary questions, speeches and briefings for debates, events and media appearances
- Prepare and issue regular press releases to relevant local, regional and national media
- Assist with stakeholder engagement and answering correspondence in the parliamentary office
- Attend parliamentary meetings and events where required and maintain accurate records and notes to ensure the smooth running of the parliamentary office
- Build a strong relationship with the constituency team to support the progress of casework and policy responses
- Maintain high standards of professional confidentiality and full compliance in terms of Data Protection and GDPR.

Skills required

We are looking for a candidate who will:

- Have strong organisational skills, good time management, the ability to work with tight timelines and able to produce high quality work under pressure
- Have excellent written and verbal communication skills, with the ability to undertake desk-based research to high standards of accuracy and assist with reliable proof reading of all items for publication
- Have experience in a similar role and a breadth of knowledge of the workings of Parliament to support the Member of Parliament in the role
- Have the ability to respond quickly to changing priorities in an effective way
- Be a team player with an adaptable attitude and willingness to learn new skills

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- Be sympathetic to the aims and objectives of the Labour Party and be politically aware
- Be qualified to degree level and have the ability to work in a methodical way with low levels of direct supervision
- Design and video editing skills are desirable

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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