

STEPHEN MORGAN MP



HOUSE OF COMMONS
LONDON SW1A 0AA

Job title	Office Coordinator
Working for	Stephen Morgan MP
Location	Constituency Office at 72 Albert Road, Southsea (and occasionally at the House of Commons)
Starting Salary	£23,000 (with IPSA range up to £28,639)
Hours	Full-time. Occasional evening or weekend work may be required
Contract Length	Permanent

Job details

The Office Coordinator is a role at the heart of running a busy and effective constituency office.

This important role will work alongside constituency-based and parliamentary staff, coordinating the MP's diary, helping to arrange the smooth delivery of external meetings, oversee incoming communication from constituents and key stakeholders, and undertaking a range of essential administrative tasks.

Key responsibilities

- Taking lead responsibility for the daily coordination of the main email inbox, working alongside other team members to ensure necessary filing, appropriate action taken and correspondence responded to.
- Coordinating the Member's diary including producing diary recommendation reports, production of a daily planner, responding to invitations, preparing briefings for external meetings and minute taking where necessary.
- Opening post and dealing with enquiries by telephone, email and in person and passing these on to other team members as appropriate.

Member of Parliament for Portsmouth South

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

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- Keeping accurate records and effective file management to ensure compliance with office standards including data protection, HR and health and safety.
- Coordinating the office expenses scheme via IPSA online, keeping robust financial records for reporting to the Member and appropriate bodies.
- Liaising internally and with suppliers to order office supplies, make travel arrangements, room bookings, security and related matters.
- Engaging professionally, confidentially and with care and integrity with members of the public through a variety of methods.
- Supporting any other relevant task appropriate to the role.

Skills required

We are looking for an exceptional 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, parliamentary contributions and shadow ministerial brief.

The successful candidate must have:

- Ability to work under pressure, manage a high volume of correspondence and at the same time stay focussed on meeting the needs of the Member and his office.
- Be a team player with an adaptable attitude and willingness to learn new skills
- Skills in self-management and an ability to act quickly to changing priorities and circumstances.
- Experience in working directly with a Member of Parliament or for someone in a similarly high profile or professional role.
- Competency in their use of Microsoft Office and the use of CRM where needed.
- An appreciation of high levels of confidentiality and sensitivity.
- Be sympathetic to the aims and objectives of the Labour Party and be politically aware.
- Substantial experience of document management, financial or budget management are desirable. Experience using the current IPSA online system or be able to demonstrate similar experience.

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Further details

Based in Portsmouth with occasional travel to Westminster.

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 6 March at 5pm

Interview/Start Dates

We are planning to hold interviews online (including a written assessment) on the week commencing 11th March. Start date ideally as soon as possible.

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 'OFFICE COORDINATOR' 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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