

Senior Parliamentary Assistant for Sarah Hall MP

Full-time 37.5hrs – Permanent (following successful completion of a probationary period)

Salary: In line with IPSA paycales

Sarah Hall, the newly elected Labour MP for Warrington South, is recruiting a full time Senior Parliamentary Assistant based in her Westminster Parliamentary Office.

The Senior Parliamentary Assistant will provide advice and support to Sarah to fulfil her Parliamentary duties.

The Senior Parliamentary Assistant will have a minimum of 3 years experience working on the Parliamentary estate.

The Senior Parliamentary Assistant will work with other members of Sarah's team in Warrington and Westminster to support Sarah and her constituents.

The Senior Parliamentary Assistant will have a thorough and demonstrated knowledge of current affairs, Parliament and the legislative process with good political judgement.

The Senior Parliamentary Assistant will have a demonstrated commitment to the aims and values of the Labour Party.

There may be a requirement for the role holder to work outside of the normal working hours and travel for work occasionally. Flexible and hybrid working arrangements will be considered on a case-by-case basis.

Key Responsibilities

- Analyse, evaluate and interpret data to ensure the Member is accurately informed on key issues
- Deal with complex queries and complaints on the MPs' behalf, including drafting and signing letters
- Deal with security matters, keep abreast of security guidance, maintain the security system, liaise with external bodies as appropriate
- Diary management
- Establish and develop appropriate strategies around research development
- Horizon-scanning, anticipate what advice or action may be required; proactively identify problems and resolve them
- Lead on project work as required
- Maintain and utilise knowledge of relevant legislation, including impact on the local constituency
- Maintain strong knowledge of parliamentary business including bills, legislation and debates
- Manage the office team, ensuring accurate personnel records are kept and notifying IPSA of contractual changes as necessary
- Prepare and present results for the purposes of briefing notes for committees, parliamentary questions, articles and press releases
- Progress casework as required

- Provide administrative support in relation to MP's expenses scheme via IPSA Online.
- Research and monitor local, regional and national media coverage online and through social media and brief the MP on relevant issues
- Research local, regional or national issues to support the MPs' work
- Respond to routine correspondence and enquiries from constituents, the media, lobbyists and pressure groups
- Responsibility for managing all aspects of the budget, keeping the MP informed of all relevant financial matters and liaising with IPSA on office finance
- There may be a requirement for the role holder to work outside of normal working hours, including assisting with events with the MP as requested
- To advise and ensure the MP is fully briefed on potential questions and motions to be put to the House
- To produce and present high quality written reports, briefing notes, and professional advice
- Undertake research on relevant subjects as directed
- Undertake supervisory responsibility as required

Skills Required

- Ability to work independently, show initiative and work well as part of a wider team, demonstrating a positive and flexible attitude
- Excellent attention to detail
- Highly developed organisational skills
- Strong written and verbal communication skills, with outstanding attention to detail
- The ability to work often under pressure and to tight deadlines

I am committed to being an inclusive employer and applicants are encouraged to make requests for reasonable adjustments as part of the interview process if they have accessibility requirements.

Upon appointment you will be required to apply for security clearance, undertaken by the Security Vetting and Pass Office. See [Members' Staff Security Clearance](#) page for further info. MPs staff will be paid in accordance with [IPSA guidelines](#)