Communications Officer

Employer: Sarah Hall MP, Member of Parliament for Warrington South

Location: Warrington, with occasional travel to Westminster

Salary: £26,500 per annum

Hours: Full-time (37.5 hours per week)

Length of Contract: Permanent

About the Role

I'm looking for a talented and creative Communications Officer to join my team and help bring Warrington South and Westminster closer together.

Some of the most important issues I raise in Parliament begin with conversations here at home. From residents raising concerns about local services to businesses, schools and community groups working to make a difference, what happens in Warrington South matters in Westminster. Equally, decisions made in Parliament can have a real impact on our everyday lives and communities.

I want that connection to be at the heart of how we communicate. Making sure local concerns are heard, helping people understand what decisions in Parliament mean for them, and keeping residents updated on the issues they've raised and the progress being made.

You'll be joining a small, hardworking team, working closely with colleagues in Warrington and Westminster to help shape, plan and deliver communications across a wide range of channels.

I'm looking for someone who understands today's media landscape and knows how traditional journalism and digital media work alongside each other. Someone who can recognise a good story, find the right way to tell it and has the creative skills to bring it to life.

This is a varied, hands-on role with real responsibility. You could be filming and editing a video, developing a campaigns around important local issues, writing a press release, designing a leaflet or finding new ways to highlight the people and organisations making a difference across Warrington South.

I want someone who can bring their own ideas and make things happen. You'll have the opportunity to take ownership of your work, contribute to how we plan and deliver our communications, and use your creativity to find new ways of reaching people across the constituency.

You don't need to have worked for an MP before or have years of professional experience. I'm interested in what you can do, the ideas you bring and the ambition you have to develop your skills.

If you're creative, motivated and ready to put your abilities to work as part of a team that cares about Warrington South, I'd like to hear from you.

Key Responsibilities

Digital Communications and Content Creation

- Plan, create, edit and publish high-quality content across social media and other digital platforms, including written posts, graphics, photography and video.
- Script, film and edit engaging short-form and long-form videos covering parliamentary activity, constituency visits, community events and local issues.
- Produce creative, professional graphics and digital materials, adapting content for different platforms and formats.
- Manage the day-to-day planning, scheduling and publication of social media content.
- Identify opportunities to develop new content formats and creative approaches, keeping up to date with emerging platforms, trends and changes in digital communications.
- Produce and edit video clips from parliamentary speeches, debates and other contributions, making parliamentary activity accessible and relevant to constituents.
- Manage and update Sarah's website, including publishing news, constituency information and parliamentary updates.
- Monitor social media activity, conversations and engagement, identifying issues that may require a response or further attention.
- Monitor audience growth and content performance, using analytics to understand what works and recommend improvements.
- Develop and maintain an organised library of photography, video footage, graphics, reusable footage and other communications materials.

Press, Media and Written Communications

- Research, write and distribute press releases, media statements, newspaper columns, articles and other written communications.
- Identify and pursue opportunities for proactive media coverage across local, regional and national press and broadcast media.
- Build and maintain relationships with journalists, editors, producers and relevant media organisations.
- Support the arrangement and preparation of media appearances, including television, radio, podcasts and interviews.
- Monitor local and national news, government announcements and parliamentary developments to identify emerging issues and communications opportunities.
- Draft reactive statements, media comments and responses to developing stories.
- Research and prepare briefings and supporting materials for media appearances and other communications activity.
- Identify opportunities to develop stories from parliamentary speeches, questions, debates, constituency visits and local campaigns.

- Adapt written communications for different channels, ensuring content is clear, accurate, engaging and appropriate for its intended audience.

Communications Strategy, Planning and Campaigns

- Contribute to the development and delivery of Sarah's communications strategy, working closely with colleagues across Warrington and Westminster.
- Develop, manage and maintain a forward communications grid covering parliamentary business, constituency activity, media opportunities, campaigns and planned content.
- Undertake proactive horizon scanning to identify relevant local and national developments, emerging issues and opportunities for communications.
- Identify and develop communications opportunities arising from parliamentary business, government announcements and Sarah's constituency work.
- Bring forward creative ideas for new content, communications campaigns and opportunities to improve engagement with constituents.
- Help develop, plan and deliver communications campaigns around Sarah's parliamentary priorities and issues affecting Warrington South.
- Plan, create and manage paid digital advertising across relevant platforms to promote Sarah's parliamentary and constituency work.
- Coordinate communications across digital, press, print and direct communication channels, ensuring activity is planned and delivered effectively.
- Balance planned communications activity with reactive work, responding to changing priorities and emerging developments.
- Monitor and evaluate communications activity, preparing regular performance reports and recommendations to inform future planning.

Constituency Communications and Community Engagement

- Write, design and coordinate newsletters, email updates and other regular communications to constituents.
- Develop, write, design and coordinate direct mail and targeted communications relating to parliamentary and constituency issues.
- Plan and produce printed materials, including leaflets, posters, constituency updates and other public information.
- Develop materials to increase awareness of Sarah's work, constituency surgeries and how residents can contact her office.
- Work with colleagues to identify potential stories and communications opportunities arising from constituency activity, local campaigns and recurring casework themes.
- Help develop and deliver constituent engagement activities, including surveys, petitions and consultations, and support the analysis of responses and feedback.

- Identify opportunities to highlight and share the work of local charities, community organisations, schools, businesses and other groups.
- Build and maintain relationships with relevant local organisations and contacts to support communications and community engagement.
- Identify appropriate opportunities for collaboration with community organisations, local content creators and other partners.
- Maintain accurate and organised media, community and stakeholder contact records.

Constituency Visits, Events and Outreach

- Attend constituency visits, meetings, community events and other engagements to capture photography, video and stories for communications.
- Work alongside colleagues to support the planning, organisation and delivery of public meetings, roundtables, community events and constituency engagements.
- Coordinate communications around events, including promotional materials, invitations, public information and follow-up content.
- Identify and develop stories arising from Sarah's engagement with residents, businesses, schools, charities and community organisations.
- Monitor community events and activities to identify opportunities for engagement and communications.
- Work with colleagues to ensure visits and events are supported by effective communications before, during and after they take place.

General Responsibilities

- Take ownership of assigned communications work from the initial idea and research through to production, approval, publication and evaluation.
- Work collaboratively with colleagues across the Warrington and Westminster offices to ensure communications are coordinated and delivered to a high standard.
- Manage multiple projects, competing priorities and deadlines in a busy parliamentary environment.
- Exercise sound judgement, professionalism and discretion, particularly when handling sensitive or confidential information.
- Maintain high standards of accuracy, accessibility, writing, design and attention to detail.
- Proactively identify opportunities to improve communications, develop new approaches and strengthen engagement with constituents.
- Demonstrate flexibility, adaptability and a willingness to learn new skills and technologies.
- Undertake other duties and tasks as required.

Working Arrangements

The role will be based primarily in the constituency office in Warrington and will involve regular travel throughout Warrington, with occasional travel to Westminster and other locations.

Occasional evening and weekend working will be required to support constituency visits, events, parliamentary activity and media opportunities.

The successful candidate will work as part of a small, collaborative team supporting Sarah's parliamentary and constituency responsibilities.

Applying for the Position

If you'd like to join Sarah's team, please complete the online application form.

We're interested in what you can bring to the role, from your creative skills and experience to the ideas and perspective you could bring to our communications.

As part of your application, you'll be asked to explain your interest in the position, demonstrate how you meet the essential criteria and give us a sense of your communications abilities.

We want to see what you can do and how you think. You'll have the opportunity to share examples of content you've created, links to a portfolio or examples of political or public communications you think work particularly well, explaining what makes them effective.

Your experience doesn't have to come from a professional communications role. We're equally interested in skills developed through education, volunteering, previous employment, or projects you've undertaken independently.

Shortlisted applicants will be asked to complete a short practical communications exercise as part of the interview process.

Sarah Hall MP welcomes applications from people with a wide range of backgrounds and experiences. Reasonable adjustments can be requested at any stage of the recruitment process.

Applicants should have an understanding of and sympathy with the aims and values of the Labour Party.

If you have any questions about this role or would like to discuss the position before applying, please contact Sarah's Chief of Staff, Nathan Sudworth, at nathan.sudworth@parliament.uk, who will be happy to help.

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.

Closing date: 11:59am, Friday 20th November 2026

Interview dates: Weeks commencing 23rd November 2026 and 30th November 2026

Anticipated start date: As soon as possible.

Application form: Link