

STEPHEN MORGAN MP



HOUSE OF COMMONS
LONDON SW1A 0AA

Job title	Parliamentary Projects Officer
Working for	Stephen Morgan MP
Location	House of Commons, Westminster and occasionally at the constituency office
Salary	Salary £21,960 - £32,067 pro rata for 22.5hrs incl London weighting.
Hours	22.5 hours per week (with at least 50% spent working in the parliamentary office in London). Occasional evening or weekend work will be required

Job details

Key responsibilities

- Proactively engage the national, regional and local media in Stephen Morgan MP's parliamentary work and support reactively handling enquiries from the media.
- Help maintain social media presence including Facebook, Twitter and other platforms and updates on a regular basis.
- Identify key stakeholders across the constituency, develop effective relationships and maintain appropriate databases.
- Help lead on events and visits coordination and delivery both in Parliament and in the constituency.
- Maintain and develop Stephen Morgan MP's website and e-bulletin.

Member of Parliament for Portsmouth South

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

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- Establish and deliver a range of projects which engage the community in the work of Stephen Morgan MP and assist with non-political campaigns (surveys, polls and letters etc).
- Respond effectively and courteously to all contacts from constituents, community groups, MPs, lobbyists and pressure groups on a wide range of topics.
- Working with the Head of Office, assist with diary management where needed.
- Assist in the translation of casework information into parliamentary activity and non-political campaigning.

Ideal candidate

We are looking for a candidate who will:

- Have excellent event and project organising skills and acute attention to detail whilst working under pressure.
- Demonstrate good communication and people skills and a working knowledge of social media.
- Have strong communication skills and a can-do attitude to changing timelines.
- Willingness to work flexibly in the evenings and occasional weekends.
- Have a working knowledge of standard office practices and computer packages.
- Be sympathetic to the aims and objectives of the Labour Party and be politically aware.

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- Offer previous experience of working in Parliament or a political environment would be beneficial.

Further details

Based in Westminster with regular working in Portsmouth (72 Albert Road, Southsea, Hampshire PO5 2SL)

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.stephenjmorgan.org

@StephenMorganMP

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