

Job Title: Constituency Assistant

Working for: Antony Higginbotham MP

Location: Westminster

Salary: IPSA pay scales (

Length of contract: Permanent

Job Details:

Antony Higginbotham MP is looking to recruit a Constituency Assistant to work with his team in Burnley. The role is key within the team and will involve working with all other members of staff, giving broad exposure to all areas including communications, casework, and parliamentary activity. It will involve working closely with Antony to deliver on his priorities for Burnley & Padiham; responding to constituents; and helping run a variety of activities and events that Antony puts on to meet and engage with residents.

Job Responsibilities will include

- Assist with arrangements for events, surgeries, and meetings in the constituency, including venue bookings, invites, logistics, and on-the-day support.
- Respond to queries from members of the public by phone, email, social media or face-to-face.
- Log all cases on the Casework system, monitoring progress and ensuring all identified actions are taken.
- General administrative support to the constituency office.
- Support the Member's social media and online presence including monitoring social media enquiries and dealing with these or passing them on to other colleagues.
- Some drafting of responses to constituents.
- Engage professionally, confidentially and with care and integrity with members of the public, through a variety of methods.
- There may be a requirement for the role holder to work outside of the normal working hours and travel for work occasionally.
- Produce press releases and monitor local media.
- Assist in the compilation of briefing packs.
- Proactively identify issues locally which the Member may wish to take action on to support local residents.

About you

The successful applicant will be able to demonstrate proactivity, political judgement, an ability to balance multiple projects and be willing to roll up their sleeves and help the wider team.

Key attributes will include political awareness and judgement; very good written and oral communication skills, with an attention to detail; strong IT skills; a confident, proactive, and positive approach; and, sympathetic to the aims and values of the Conservative and Unionist Party.