

Closing Date: 20 March 2026

Job Title: Parliamentary Assistant

Working For: Sarah Gibson MP

Location: London

Salary: £28,000 per annum

Length of Contract: Fixed (6 months - Maternity leave cover)

Job Details

Sarah Gibson MP is seeking a highly organised and proactive Parliamentary Assistant to join her Westminster Office. **This is a fixed term contract to cover maternity leave for 6 months.**

The successful candidate will provide research, policy and administrative support, ensuring the MP is well briefed and able to represent constituents from Wiltshire effectively in Parliament.

The ideal candidate will demonstrate:

- Strong research and analytical skills
- Excellent written communication and drafting ability
- Knowledge of UK politics and parliamentary procedures
- Strong organisational skills and attention to detail
- The ability to manage competing priorities and work independently
- Professional judgement and discretion when handling sensitive information
- The ability to build positive working relationships with a wide range of stakeholders
- A good understanding of the Microsoft package, confidence in using databases and systems, and an awareness of data protection legislation are essential.

Job Description

- Analyse, evaluate and interpret data to ensure Member is accurately informed on key issues
- Assist in writing external communications
- Assist with casework as required
- Attend and participate in meetings as appropriate

- Compilation of briefing packs for MPs, take notes of meetings and draft appropriate submissions
- Diary Management
- Develop and maintain current knowledge on relevant areas of parliamentary business including: Motions, legislation, Hansard, debates etc. This would include issues of importance both nationally and in the local constituency.
- Have working knowledge of relevant legislation and upcoming business including how they impact on the constituency
- To advise and ensure the MP is fully briefed on potential questions and motions to be put to the House
- Help draft amendments for reports and prepare briefing material
- Prepare and present briefing notes for committees, press releases, parliamentary questions etc.
- Project Work
- Provide generalist admin support
- Respond to routine correspondence and enquiries

There may be a requirement for the role holder to work outside of normal working hours and travel for work occasionally

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Interview/Start Dates

Interview dates are to be confirmed. Ideally, we want to appoint someone to start as soon as possible.

We may conduct interviews as applications are received and before the closing date, which is the **20th of March 2026.**

Application Details

Please send sarah.gibson.mp@parliament.uk a CV (no more than two pages in length) and a one page cover letter.

We prefer to receive these in either .pdf or .docx formats.

Please ensure your application details your suitability to the role and why you want to work for the MP representing the Chippenham constituency specifically.

Website: <https://www.sarahgibson.uk/>

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