Job Description

The Office of:	Sarah Gibson - Chippenham
Hours	Full time
Job title	Personal Assistant
Salary band	£25528 - £32893
Location	Outside London

Key responsibilities

- Assist in the compilation of briefing packs
- Assist in the writing of speeches
- Assist with arrangements for events; this may include: venue research and bookings; compiling and managing guest-lists; liaising with suppliers; and providing on-the-day event support as required Database management
- using office software (e.g. Microsoft Office) to handle administrative cases Diary Management
- Efficient data and file management to ensure the office complies with the data protection legislation
- Engage professionally, confidentially and with care and integrity with members of the public, through a variety of methods
- Exposure to complex cases
- Minute taking
- Open, handle and action email, post and social media enquiries
- Photocopying, filing, record-keeping and typing correspondence
- Respond to enquiries by telephone, e mail and social media, passing on queries to another team members/MP as appropriate
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Additional responsibilities

Provide safe, discrete and thoughtful assistance to the MP as required

Occasional late evenings and weekends

Application details

Please send a covering letter and CV to sarah.gibson.mp@parliament.uk Applications close on Sunday 8th November at midnight. If you have any questions, please call 01249 736074.