

Closing Date: 20 March 2026

Job Title: Personal Assistant (Part-time)

Working For: Sarah Gibson MP

Location: London

Salary: £28,000

Length of Contract: Permanent

Job Details

Sarah Gibson MP is seeking a highly organised, proactive, and compassionate individual to join as a Personal Assistant. This role will need someone with strong communication skills underpinned by empathy and a willingness to deliver for local people. A good understanding of the Microsoft package, confidence in using databases and systems, and an awareness of data protection legislation are essential. **Working in Parliament on a Tuesday and Wednesday.**

Key responsibilities

- Assist in the compilation of briefing packs
- 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
- Handling administrative arrangements for meetings with members of the public/MP surgeries
- Minute taking
- Open, handle and action email, post and social media enquiries
- Photocopying, filing, record-keeping and typing correspondence
- Provide administrative support in relation to MP's expenses scheme via IPSA Online

- Respond to enquiries by telephone, e mail and social media, passing on queries to another team
- members/MP as appropriate
- Provide support to aid recovery by supporting with daily routines by being person centred
- Provide safe, discrete and thoughtful assistance to the MP as required

There may be a requirement for the role holder to work outside of normal working hours, including assisting with events alongside the MP as requested.

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Interview/Start Dates

Dates are TBC. Ideally, we want to appoint someone ASAP. We may conduct interviews as CVs are received and before the closing date.

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 Chippenham constituency specifically.

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

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