

Closing Date: 20 March 2026

Job Title: P/T Caseworker

Working For: Sarah Gibson MP

Location: Chippenham, Wiltshire

Salary: £28,000

Length of Contract: Fixed term 6 months maternity cover

Job Details

Sarah Gibson MP is seeking a highly organised, proactive and compassionate individual to work as a Caseworker. 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.

Key responsibilities

- Assist surgeries and other meetings and follow up as appropriate
- Attend constituency meetings as appropriate
- Deal with large numbers of standard queries, as well as assisting on more complex cases from members of the public by phone, email, social media or face to face. Ongoing communication may be required
- Draft responses to constituents
- Ensure records are kept and information managed confidentially in line with the data protection legislation
- Ensure that each case is dealt with promptly, sensitively, confidentially and accurately in accordance with the MP
- Gather relevant information to assist with resolving cases
- Log all cases; monitor progress and ensure all identified actions are taken
- Retain records and information confidentially and in line with the Data Protection Act
- There may be a requirement for the role holder to work outside of the normal working hours and travel occasionally.

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. We want to appoint someone to start 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.libdems.org.uk/mps/chippenham>

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