

# Job Advert

## CONSTITUENCY ASSISTANT (PART TIME)

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**Closing date:** 11 September 2015

**Working for:** Stephen Kinnock MP

**Location:** Aberavon Constituency Office

**Salary:** In line with IPSA pay scales (Part Time – 20 hours, (must be available on Tuesdays))

**Job Details:** The role will include:

Attending surgeries, constituency events and other meetings as appropriate;

Dealing with standard queries from members of the public;

Gathering relevant information to assist with resolving cases;

Dealing with cases in a sensitive and confidential manner, adhering to the Data Protection Act and respecting the confidentiality of data at all times;

Draft responses to constituents;

Assisting with other administrative duties as required;

**Desirable Skills & Experience:**

Be well organized, have the ability to work to tight deadlines, manage competing priorities and have an eye for detail;

Good communication and people skills and confident when interacting with people;

Sound knowledge of local community;

Ability to work as part of a team;

Competent IT knowledge including Microsoft Office;

Sympathetic to the aims and objectives of the Labour Party and politically aware.

Upon appointment you will be required to comply with the Baseline Personnel Security Standard, undertaken by the Members' Staff Verification Office (MSVO). See Members' Staff Verification Office - <http://www.w4mp.org/jobs-listings-events/jobs/members-staff-security-verification-questionnaire/>

**Interview / Start Date:** Monday 21 September 2015 / As soon as mutually convenient.

**How To Apply:** Please send a CV and a covering letter indicating how you meet the experience and skills detailed in job description and person specification to Cari Morgans at [cari.morgans@parliament.uk](mailto:cari.morgans@parliament.uk)