

Gregory Campbell MP
Democratic Unionist Party
East Londonderry

Senior Parliamentary Assistant
Location: Coleraine

Salary: In Line with IPSA pay scales

Based in Coleraine, Gregory Campbell MP is seeking to recruit a highly organised Senior Parliamentary Assistant to support his work as Member of Parliament for East Londonderry.

This is a significant opportunity for a proactive and politically engaged individual with an understanding of Parliament and Northern Ireland political life to play a key role.

The successful candidate must be able to work within a team to a high standard within agreed timescales. Experience & knowledge of local and central government essential.

Working hours are 37.5 per week Monday to Friday with the possibility of some evening or weekend work depending on workload.

Responsibilities will include;

- Drafting speeches, articles, statements and correspondence on behalf of the Member.
- Research policy issues and prepare clear, concise briefing notes for meetings, committees and debates.
- Assist the Member of Parliament in casework investigation and gathering of information, including liaison with local and national bodies, Government Departments and Agencies, community and voluntary sectors, ensuring files and correspondence are updated, and the MP and constituents are kept apprised of progress.
- Meeting, consulting and maintaining relationships with key external stakeholders on behalf of the Member to include attendance at meetings as necessary.

- Ensure correspondence is dealt with promptly, efficiently, accurately and with correct use of templates and stationery.
- Communicate effectively and professionally with both internal and external contacts.
- Monitor media coverage and horizon-scan for issues relevant to the Member's policy portfolio and constituency.
- Ensure all business is conducted in a sensitive and confidential manner.
- Other administrative duties associated with the role.

Essential criteria:

Third level degree or a minimum of three years' experience working in a political or legal environment.

Excellent interpersonal, oral and written communication skills.

Good IT skills and experience in dealing with data bases.

Strong interpersonal skills and the ability to communicate with a range of audiences.

Confidence and demonstrable experience of dealing with elected representatives, external interest groups and constituents.

A clear understanding of the workings of Parliament, the legislative process and the Northern Ireland political landscape.

Ability to manage a diverse workload independently.

Desirable Criteria

- Recent experience (within last 12 months) of working in the local political arena and a track record of working on political issues with stakeholders to secure demonstrable outcomes and goals.
- Experience of leading and managing a team.
- Knowledge and understanding of key issues in the East Londonderry Constituency.
- Hold a current full driving license which is valid for use in the UK and have access to a car on appointment.

To apply email a one page covering letter outlining how you meet the criteria and a detailed CV to Mr Gregory Campbell MP at gregory.campbell@parliament.uk

Use 'Senior Parliamentary Assistant' and your name in the subject line.

Closing date for applications is **Friday 25 September 2026 at 5pm**

Depending on the number of applicants the MP reserves the right to short-list for interview on the basis of the essential criteria set out above.