Executive Assistant (Temporary, ~5 months) in the Constituency Office of Dr Ellie Chowns MP

Job Description and Person Specification

Purpose of the role

Green Party MP for North Herefordshire Dr Ellie Chowns is looking for someone to join her constituency team in an executive assistant role, focussed on supporting Ellie's accessibility and accountability to her constituents, supporting administration around casework, and ad hoc projects.

You will be efficient, self-motivated and organised. This role will suit someone who has strong IT and database skills, can work at speed whilst paying strong attention to detail, and who thrives in a small, purposeful team.

Salary:	£26,325 p.a. pro rata
Hours:	37.5 per week (5 days). Applications would also be considered for 30 hours per week.
Job type:	Fixed Term Contract to 31st March 2027
Location:	Constituency Office, Leominster. Please note this is an office-based role, not suitable for remote working.
Line manager:	Constituency Office Manager
Line management responsibilities:	n/a
Key relationships:	Ellie Chowns's other staff

Application process:

Applications to be submitted by 11pm on Wednesday 7th October 2026 to gillian.bullock@parliament.uk with *Executive Assistant, Constituency Office* in the subject line.

Application is by submission of a CV (max 2 pages) plus a covering letter of up to 500 words, detailing the applicant's suitability for the role, why it interests them and how they meet the person specification.

Interviews to be held in Leominster in the week of 12th October 2026.

Principal Roles and Responsibilities

- Administrative support for constituent casework, logging case details within the secure casework handling portal.
- Managing contact lists and databases, within GDPR.
    - Adding to and checking the data.
    - Building up a stakeholder map for the organisations in the constituency.

- Publicity for the 'MPs activities such as surgeries and public meetings.
- Research into visit opportunities for the MP.
- Managing photographic records.
- Work on the MP's website – updating news items; adding parliamentary activity; ensuring accessibility for images (alt text).
- Drafting correspondence with organisations and individuals such as GP surgeries; schools; care homes; bus companies etc.

Person Specification

Category	Attribute	Essential/ Desirable	Where Assessed (Application or Interview)
Experience	Experience of working with databases	Desirable	Application
	General administrative experience including setting up and using systems	Essential	Application
	Experience in a customer service, public facing or similar role	Desirable	Application & Interview
Skills/abilities	Excellent attention to detail	Essential	Application & Interview
	Excellent organisational skills, including time and workload management and keeping track of multiple tasks	Essential	Application & Interview
	Fast learner	Essential	Interview
	Ability to work under pressure and meet tight deadlines	Essential	Interview
	Good persuasive and informative writing skills	Desirable	Application
Knowledge	Able to handle correspondence confidentially and sensitively	Essential	Application
	Practical constituency knowledge – local eyes and ears	Essential	Application & Interview
	Confident and competent using IT	Essential	Application
	Good working knowledge of data protection requirements	Essential	Application & Interview
Personal attitudes	A commitment to green values and social justice	Essential	Application & Interview
	Political sensitivity and good understanding of the local constituency context	Desirable	Interview
	Eligible to work in the UK	Essential	Application

Personal circumstances	Not a member of another UK political party	Essential	Application
Equality	Committed fully to the principle of Equal Opportunities for all in line with Green Party policies	Essential	Interview

General points applicable to all Parliamentary Green Party jobs:

1. Green MP staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.
2. 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** (MSVO) page for further info.
3. This job description may be periodically reviewed in consultation with the post holder.