IPSA
Independent Parliamentary Standards Authority

MPs' staff pay bands and job descriptions 2026-27

JOB FAMILIES	Administrative		Executive		Research	
LOCATION	**LONDON**	**OUTSIDE LONDON**	**LONDON**	**OUTSIDE LONDON**	**LONDON**	**OUTSIDE LONDON**
Pay Ranges 1	£25,691 – £38,707	£25,528 – £32,893	£26,989 – £44,749	£26,039 – £40,533		
2	£28,942 – £46,296	£27,085 – £41,050	£37,234– £53,804	£31,838 – £51,164	£28,114 – £45,141	£27,218 – £41,448
3	£37,219 – £60,614	£33,565– £57,096			£40,324 – £64,677	£36,175– £56,996
	Employed Intern £24,785 - £30,127.50 (From October 2026) MP representative £73,394					
Job Titles 1	Personal Assistant Executive Officer Administrative Officer Administration and Communications Officer		Caseworker Communications Officer Constituency Assistant Support Officer Constituency Support Officer Press Officer			
2	Senior Executive Officer Senior Administrative Officer Administrative Manager Executive Assistant		Senior Caseworker Constituency Communications Manager Constituency Support Manager Senior Communications Officer Senior Casework Team Leader/Manager Senior Communications Advisor Senior Press Officer		Parliamentary Assistant Researcher Research Officer Policy Assistant	
3	Office Manager Executive Office Manager Chief of staff				Senior Parliamentary Assistant Senior Researcher Research Manager Senior Policy Researcher	
Key Responsibilities (1)	Assist in the compilation of briefing packs.		Analyse patterns of enquiries and produce reports			
	Assist in the updating of social media on request.		Assist surgeries and other meetings and follow up as appropriate.			
	Assist in the writing of speeches.		Attend constituency meetings as appropriate			

	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.	Critically analyse patterns of enquiries and articulate the findings in reports and communication with the MP and other staff members.	
	Database management using office software (e.g. Microsoft Office) to handle administrative cases.	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.	
	Diary management	Draft responses to constituents.	
	Efficient data and file management to ensure the office complies with the data protection legislation.	Ensure records are kept and information managed confidentially in line with the data protection legislation.	
	Engage professionally, confidentially and with care and integrity with members of the public, through a variety of methods.	Ensure that each case is dealt with promptly, sensitively, confidentially, and accurately in accordance with the MP.	
	Exposure to complex cases.	Establish, monitor, and update a social media and online presence in the constituency. Produce online graphics and video content, as well as publicising surgeries and news alerts etc.	
	Handle administrative arrangements for meetings with members of the public/MP surgeries.	Follow-up on social media requests	
	Liaise with suppliers when required regarding office supplies and security.	Gather relevant information to assist with resolving cases.	
	Minute taking.	Log all cases; monitor progress and ensure all identified actions are taken.	

	Open, handle and action email, post, and social media enquiries.	Manage and monitor social media enquiries, dealing with cases that do not need to be transferred to a higher level. Ensure all enquiries are dealt with in a timely manner.	
	Photocopying, filing, record-keeping and typing correspondence.	Monitor media coverage, liaise with media, prepare press releases as required (on constituency, non-party-political matters).	
	Provide administrative support in relation to MP's expenses scheme via IPSA Online.	Produce press releases, liaise with the media, meeting deadlines as appropriate.	
	Respond to enquiries by telephone, email, and social media, passing on queries to another team members/MP as appropriate.	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 for work occasionally.	
Key Responsibilities (2)	Assist in writing external communications including speeches.	Analyse, evaluate, and interpret data to ensure the MP is accurately informed on key issues and is aware of trends.	Analyse, evaluate, and interpret data to ensure the MP is accurately informed on key issues.
	Compilation of briefing packs.	Assist with surgeries and other meetings and follow up as appropriate.	Assist in writing external communications including speeches for the MP.
	Database management and using office software (e.g. Microsoft Office) to handle administrative cases.	Design and develop engaging, targeted content and messages across a range of channels.	Assist with casework as required.
	Deal with complex queries and complaints on the MPs' behalf, including drafting and signing letters, responding to social media and email enquiries, as well as	Develop knowledge in specialist areas.	Attend and participate in meetings as appropriate.

	managing face to face queries and complaints.		
	Efficient data and file management to ensure the office complies with the data protection legislation.	Engage professionally, confidentially with care and integrity with members of the public, through telephone enquiries, social media, emails, and face-to-face.	Compilation of briefing packs for MPs, take notes of meetings and draft appropriate submissions.
	Engage professionally, confidentially and with care and integrity with members of the public, through a variety of methods.	Ensure cases are logged, monitored, progressed and ensure all identified actions are taken.	Develop and maintain current knowledge on relevant areas of parliamentary business including Motions, legislation, Hansard, debates etc. This would include issues of importance both nationally and in the local constituency.
	Ensure enquiries are dealt with sensitively and confidentially.	Ensure online presence is meeting the demands of the constituents, the locality, and the MP.	Diary management
	Exposure and management of complex cases.	Ensure records are kept and information managed confidentially and in line with data protection legislation.	Efficient data and file management to ensure the office complies with the data protection legislation.
	Have a working knowledge of relevant legislation and parliamentary business and understand how these policies may impact on local constituents.	Ensure that all cases and decisions are properly documented, writing clear concise reports containing analysis of the evidence, explanation of the findings and conclusions, and a robust and appropriate action plan, to include ongoing monitoring and communication procedures where required.	Engage confidentially, professionally, with care and integrity with members of the public, through telephone enquiries, social media, email and face-to-face.
	Maintain positive on-going relationships with members of the public, organisations in Westminster and constituents.	Establish a social media presence in the constituency and publicise surgeries etc.	Exposure and management of complex cases.

	Manage and monitor incoming calls, face to face enquiries, emails, and social media enquiries, dealing with cases that do not need to be transferred to a caseworker. Ensure all enquiries are dealt with in a timely manner.	Establish and develop appropriate strategies around social media and online presence in the constituency. Produce online graphics and video content, as well as publicising surgeries and news alerts.	Give advice on policy issues
	Manage budgets as required.	Evaluate the impact of external communications activity.	Have working knowledge of relevant legislation and upcoming business including how they impact on the constituency.
	Manage the MP's diary commitments with overall control of constituency commitments.	Exercise a high level of autonomy in reaching decisions on cases based on the evidence.	Help draft amendments for reports and prepare briefing material.
	Minute taking	Follow up on social media queries and comments.	Maintain positive on-going relationships with all parties including members of the public, groups, suppliers, and Westminster where required.
	Provide administrative management in relation to MP's expenses scheme via IPSA Online.	Gather relevant information to resolve or progress cases.	Monitor local, regional, and national media coverage and brief the MP on relevant issues.
	Provide executive support to the MP and interest groups as required	Liaise and engage with external providers and suppliers as and when required.	Monitor social media activity and report any relevant trends to the Office Manager/MP.
	Resource and project management responsibilities.	Liaise with government agencies, voluntary sector, and others to resolve constituency matters.	Prepare and present briefing notes for committees, press releases, parliamentary questions etc.
	Supervise staff as required.	Manage a large caseload of complex cases, working in a professional, confidential, caring, and sensitive manner.	Progress casework as required.
	There may be a requirement for the role holder to work outside of the normal working hours	Manage and progress portfolio of casework appropriately.	Project management.

	and travel for work occasionally.		
	Update social media and online presence content where required.	Manage projects.	Project work
		Manage the MP's website contents.	Provide generalist admin support.
		Monitor media coverage, liaise with media, prepare press releases as required (on constituency, non-party-political matters).	Respond to routine correspondence and enquires.
		Oversee the monitoring and updating of online platforms including the website and social media	Supervise staff members where appropriate.
		Prepare media briefings.	There may be a requirement for the role holder to work outside of normal working hours and travel for work occasionally.
		Proactive and re-active communications with all media.	To advise and ensure the MP is fully briefed on potential questions and motions to be put to the House.
		Provide briefings for the MP	Undertake research on relevant subjects as directed.
		Publicise the MP's parliamentary duties on social media.	Work with colleagues in communications/casework to identify potential impacts from the research work and disseminate them effectively.
		Research local, regional, or national issues to support MP's work.	

		Respond professionally, sensitively, confidentially and with integrity to routine correspondence and enquiries by email, telephone, social media. and face-to-face from constituents, the media, lobbyists, and pressure groups.	
		Responsible for the management and development of the external communication presence of the MP Office.	
		Supervise other members of staff including coaching and mentoring.	
		Support the MP's office and objectives through highly effective communication and social media presence.	
		Take initial action on queries from members of the public, including responding on behalf of the MP as appropriate.	
		There may be requirement for the role holder to work outside of normal hours and travel for work occasionally.	
Key Responsibilities (3)	Collate all required information from team members to present to MP.		Analyse, evaluate, and interpret data to ensure the MP is accurately informed on key issues.
	Conduct parliamentary research as required.		Deal with complex queries and complaints on MP's behalf, including drafting and signing letters.
	Deal with security matters, keep abreast of security guidance, maintain the security system, liaise with external bodies as appropriate.		Deal with security matters, keep abreast of security guidance, maintain the security system, liaise with external bodies as appropriate.
	Ensure the office is fully equipped.		Diary management.

	Exposure and management of complex cases.		Establish and develop appropriate strategies around research development.
	Have final signoff on all relevant delegated areas from the MP, for example constituent correspondence.		Have final sign-off on all relevant delegated areas from the MP, for example constituent correspondence.
	Horizon-scanning, anticipate what advice or action may be required; proactively identify problems and resolve them.		Horizon-scanning, anticipate what advice or action may be required; proactively identify problems and resolve them.
	Identify training opportunities and ensure the office team maintain and develop knowledge of relevant legislation where appropriate		Lead on project work as required.
	Lead and maintain a highly professional administrative support function for the MP's office.		Maintain and utilise knowledge of relevant legislation, including impact on the local constituency
	Liaise with groups/personnel including at Westminster, within the constituency and the general public on the MP's behalf as necessary.		Manage and progress complex cases.
	Manage the office team, ensuring accurate personnel records are kept and notifying IPSA of contractual changes as necessary.		Manage the office team, ensuring accurate personnel records are kept and notifying IPSA of contractual changes as necessary.
	Overall management of the MP's diary commitments, delegating tasks to others as appropriate.		Prepare and present results for the purposes of briefing notes for committees, parliamentary questions, articles and press releases.

	Plan the MPs internal communications and external stakeholder engagement and provide strategic advice on constituent matters on behalf of the MP where appropriate.		Progress casework as required.
	Provide high quality, efficient and effective support to the MP and interest groups as required.		Research and monitor local, regional, and national media coverage online and through social media and brief the MP on relevant issues.
	Responsibility for managing all aspects of the budget, keeping the MP informed of all relevant financial matters and liaising with IPSA on office finance.		Research local, regional, or national issues to support the MP's work.
	Support and manage the recruitment of staff for the MP's office		Respond to routine correspondence and enquiries from constituents, the media, lobbyists, and pressure groups.
	Take ownership of certain casework as required.		Take ownership of certain casework as required.
	There may be requirement for the role holder to work outside of the normal working hours, including attending events with the MP as required.		There may be a requirement for the role holder to work outside of normal working hours, including assisting with events with the MP as requested.
			To advise and ensure the MP is fully briefed on potential questions and motions to be put to the House.
			To produce and present high-quality written reports, briefing notes, and professional advice.

			Undertake research on relevant subjects as directed.
			Undertake supervisory responsibility as required.