

Policy Assistant (Temporary Fixed Term)
Office of Matt Western MP (Warwick and Leamington)

Location: Leamington Spa constituency office or remote working

Salary: £27,218 – £32,000

Contract: Fixed term until 31 March 2027 (subject to probation)

Working pattern: Full time

Start date: Negotiable, ideally as soon as possible

Closing date: 9am, 9 July 2026

Matt Western MP is seeking a motivated and detail-focused **Policy Assistant** to join his team. This is an exciting opportunity to contribute to a busy parliamentary and constituency office, supporting work that makes a tangible difference to people across Warwick and Leamington.

Working closely with Matt and the team, you will play a key role in researching, analysing and communicating policy issues, ensuring the office is well-informed and responsive to constituents and national developments.

Key responsibilities

- Analyse, evaluate and interpret data to support Matt on key policy issues
- Undertake high-quality research and respond to correspondence and enquiries, ensuring clear and professional communication
- Monitor local, regional and national media and provide concise updates on key policy developments to keep Matt and the team informed
- Assist with policy casework and contribute to managing complex constituent policy issues
- Maintain effective data and file management systems in line with data protection requirements
- Build positive relationships with constituents, stakeholders and parliamentary colleagues where necessary
- Attend meetings and provide policy advice as required

About you

You will bring strong analytical skills, sound judgement and the ability to communicate complex information clearly, including through professional correspondence with ministers and responses to constituents. You will be comfortable managing competing priorities in an environment shaped by evolving political context, where priorities can shift quickly, and handling sensitive issues with discretion and professionalism.

Experience in public policy and research is essential, alongside a strong understanding of the political and legislative landscape and alignment with the values and principles of the Labour Party.

How to apply

To help us understand your suitability for the role, please submit the following **2** documents to Office Manager, Jenny Bevan: jenny.bevan@parliament.uk:

Subject line: *[YOUR NAME] – POLICY ASSISTANT*

Please also state your **current salary** and **notice period** in your application.

1. Your CV

Please include your education, relevant experience and any policy, research or public sector work.

2. Written responses

In one document, please address:

- **About you (max. 300 words)**

Describe how you approach work, problem-solving and collaboration.

- **Policy issue analysis (max. 200 words)**

Select **one current public policy issue that is important to you** and provide a concise analysis.

Your response should:

- Briefly explain the issue and why it is significant
- Identify one or two key challenges or trade-offs
- Outline what you think an effective policy response should prioritise
- **Policy communication exercise (max. 400 words / one page)**

A local business owner and constituent, John Smith, has contacted Matt about the challenges that his business is currently facing.

John runs a small, independent retail business on the high street in Warwick. The business is relatively new, having first opened in early 2024, and currently employs 8 members of staff.

In a recent email to Matt, John outlined his concerns for rising business costs, specifically regarding the impact of increases to Employers' National Insurance Contributions, the rise in the National Minimum Wage and the 'archaic' business rates system that is currently in place. John is concerned that he has been left with no choice but to let staff go and/or drastically increase the price of the products he sells.

Given John's uncertainty about the support available to his business, as well as hearing similar concerns from other local shop owners on increased business costs, he has asked Matt what help he can provide in his capacity as the local MP. Particularly as he feels that decisions made by the Government over the last two years have compounded the problems that his business faces.

Given this information, **please complete the following task:**

Policy Communication Exercise

Please draft a written response from Matt to John of up to one-page. This should offer helpful and constructive guidance in response to his concerns. Consider the role of an MP in supporting constituents and how to communicate clearly and effectively.

Applications must be received by 9am on 9th July 2026.

Due to the high volume of applications, we may not be able to respond to everyone individually. If you have not heard from us by **1st August**, please assume your application has been unsuccessful.

Interview dates: 17th and 21st July

For more information about Matt Western MP's work, visit: <https://mattwestern.org/>