

Job Title: Constituency Support Officer

Working For: Dr Scott Arthur MP (Edinburgh South West)

Location: Edinburgh (in person)

Salary: £28,000 pa

Length of Contract: Fixed Term Contract until the end of March 2027

Schedule: Monday to Friday (37.5 hours)

Job Details

I am seeking a Constituency Support Officer to help build stronger, more resilient connections within and between communities across Edinburgh South West.

I am looking for a proactive and confident individual who is passionate about making a positive, enduring/sustained difference in the lives of local people.

The successful candidate will work collaboratively with residents, community groups and other local stakeholders to help make Edinburgh South West an even better place to live, work and raise a family.

This role will focus on ensuring that local people have opportunities to make their voices heard on decisions that affect them, while also encouraging constructive dialogue between individuals and communities across the constituency.

As a key member of a small and dedicated team serving the people of Edinburgh South West, the successful candidate will play an important part in supporting community engagement and local initiatives. While the role will be based in the constituency office, there will also be occasional opportunities to work from the UK Parliament.

Skills/Experience

- Working collaboratively with key stakeholders, building trusted relationships
- Experience of delivering high-quality work within project timelines
- Logical, methodical and proactive
- Ability to develop, scope out and manage project work
- Problem solving and ability to influence stakeholders
- Calm, polite, confident and empathetic when engaging with the public
- Excellent verbal and written communication skills
- Reliable, diligent and professional when always representing the office

- Ability to work in a professional, confidential, caring, and sensitive manner
- Robust management of records, to ensure information is managed confidentially and in line with data protection legislation and parliamentary requirements
- Experience of building relationships with diverse and/or underrepresented communities
- Sympathetic to the aims and values of the Labour Party.

Key Tasks

- Identify the scope of the community cohesion work being undertaken by the Council
- Develop a clear, detailed draft project plan
- Identify key stakeholders and build trusted relationships with them
- Plan, deliver and report on a range of community engagement and stakeholder events
- Listen to communities to identify key issues based on lived experience and agree tangible outcomes
- Support partnership working and liaise with all key groups to increase trust and relationships
- Ensure communication and engagement activity is inclusive and accessible
- Publish an end of project report with achievements, and plans for sustainability
- Critically analyse patterns of enquiries and articulate the findings in reports.
- Engage with existing community cohesion and solidarity work being undertaken by community groups and third-sector organisations.

Other information

Upon appointment you will be required to apply for security clearance, undertaken by the Security Vetting and Pass Office. I pay staff in accordance with IPSA guidelines.

There may be a requirement for the role holder to work outside of the normal working hours and travel for work occasionally.

Closing Date: 2 October 2026

Interview/Start Dates

The closing time is 5pm. Interviews will be held on Friday the 9th of October. Subject to parliamentary security vetting, the proposed start date would be in November 2026.

Application Details

Please send a CV (no more than 2 pages) and covering letter (1 page) outlining your suitability for the role to Scott.arthur.mp@parliament.uk. For further information about the position, please contact the above email address. Applications received after the closing date will not be considered.