**Job Description**

**Job title:** Constituency Officer

**Responsible to:** Mark H Durkan MLA

**Hours:** Part-time/ Temporary – 20hrs per week/ 10 month contract

**Salary:** £18,000 - £21,000 pro-rata with pension scheme

**Holiday Entitlement:** 28 Days per annum including Public Holidays pro-rata

**Deadline for applications:** 29th June 2018

**Key Purpose:** This challenging role will be based in the Foyle Constituency office under the supervision of Mark H Durkan MLA. The successful candidate will undertake casework, office administration and research and communications on the Member’s behalf.

**The successful candidate will be responsible for:**

* Dealing with Constituency casework; taking appropriate action to receive, document, progress and resolve enquires
* Secretarial and administrative support; efficient correspondence, data and file management
* Attending constituency meetings with or on behalf of MLA when required
* Diary Management
* Co-mentoring of interns and assisting other members of staff
* Developing campaigns and stakeholder relations
* Investigate consultation documents relating to MLA’s remit and draft responses
* Liaising with lobby organisations and taking briefings with MLA and when necessary, on his behalf
* Accompanying member to conference and relevant events on request
* Communications; including press, online and social media
* Liaising with other elected representatives and their staff
* Other duties as required in support of the MLA carrying out their Assembly and Constituency duties

**Personal Specification for the post of Constituency Research Officer**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Relevant third level qualification (Degree or equivalent) OR three years’ experience working in an office environment |  |
| **Knowledge & Experience** | Experience in a role involving direct contact with the public | Experience in undertaking administrative duties  Experience working in an office environment  Experience of writing for press or other publication  Knowledge of the workings of the Northern Ireland Assembly and political awareness  Knowledge of advice related issues  Experience in conducting research |
| **Skills** | Excellent written and verbal communication skills  Computer skills  Research skills  Organisational skills  Able to undertake a large and varied caseload  Able to work on own initiative  Able to work as part of a team  Able to understand and act upon instructions  Excellent inter-personal skills and an ability to work with people from a variety of backgrounds | Online communication skills |
| **Other** | Trustworthy  Willing to help others  Ability to undertake duties in a manner consistent with SDLP Party commitments to building a better future for everyone in Northern Ireland  Flexibility with working hours | Driving licence and access to a car |