



## **CLAIRE SUGDEN MLA for EAST LONDONDERRY**

### **Job Description & Person Specification Parliamentary and Communications Assistant**

This is a senior role at the heart of Claire Sugden MLA's team. The post-holder will help shape the MLA's public voice and constituency presence, with a strong focus on communications, media engagement and outreach. The successful candidate will also support parliamentary and policy work, helping deliver on commitments to the people of East Londonderry.

#### **Key Responsibilities**

##### *Communications & Outreach*

- Lead on the MLA's external communications and public engagement.
- Build and maintain relationships with key stakeholders including media, statutory agencies, community and voluntary organisations, interest groups, and constituents.
- Monitor local, regional and national media; liaise with journalists; and draft press releases and responses.
- Maintain and grow a strong, consistent presence across social media platforms.
- Design and deliver impactful communication campaigns and events to keep constituents informed and involved.
- Create high-quality multi-media content including graphics, video and digital materials.
- Develop and deliver a strategic outreach programme across the East Londonderry constituency.
- Support public-facing activities including surgeries, community meetings and local visits.
- Policy & Parliamentary Support
- Undertake research using a range of resources, including the NI Assembly Research and Information Service.
- Analyse, evaluate and interpret data to ensure the MLA is well-informed on key issues.
- Provide advice on policy matters, particularly those aligned with the Member's manifesto commitments.
- Develop and maintain working knowledge of parliamentary functions including: petitions; matters of the day; motions; legislation; adjournment debates; amendments; Assembly questions (written, oral and urgent); committees; all-party groups; and Hansard.
- Ensure the MLA is fully briefed and scheduled for Assembly business, with appropriate notes prepared.
- Assist in drafting speeches, statements and Assembly questions.
- Monitor legislation and policy developments to inform both policy and casework.
- Collaborate with constituency staff to identify trends in casework that warrant policy-level intervention.

##### *General*

- Supervise and delegate work to other staff when required.
- Manage projects effectively and proactively.
- Handle all enquiries with sensitivity, discretion and professionalism.



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- Maintain accurate and confidential records in line with data protection legislation.
- Support diary management in coordination with constituency staff.
- Provide general administrative assistance when needed.

### Essential Criteria

- Third-level education.
- Experience in both policy and communications roles.
- Strong interest in current affairs.
- Excellent written and verbal communication skills.
- Strong research and organisational capabilities.
- Ability to communicate effectively with a range of audiences.
- Confidence when engaging with senior politicians, media, and the public.
- Professionalism, self-motivation and ability to work independently.
- Strong team-working skills.
- Discretion, integrity, and an understanding of confidentiality and diplomacy.
- Excellent IT skills, including professional use of social media platforms. use of software including Microsoft Office, AI tools and Canva.
- Full clean driving licence.

### Desirable Criteria

- Third-level qualification in communications, public policy or a related field.
- Experience in research and analysis.
- Experience working with service users, ideally in a casework setting.
- Strong knowledge of the East Londonderry constituency.
- Familiarity with the local charitable, voluntary and community sectors.
- Understanding of local and devolved government structures in Northern Ireland, and relevant UK and Irish institutions.
- Experience using a case management system.

### Job Information

- Full-time (35 hours per week)
- Based at: 1 Upper Abbey Street, Coleraine and Parliament Buildings, Stormont
- Salary: Grade 3, £41,023 pro-rata (based on 37 hours per week)
- **Appointment will be subject to a satisfactory AccessNI check.**
- **The post includes a six-month probationary period.**

### Application Process

- To apply, please submit a CV and covering letter explaining how you meet the criteria.
- Include contact details for two referees – one should be your current or most recent employer.
- Closing date: 5pm on Friday 23 May 2025
- Applications can be submitted by email to: [claire.sugden@MLA.niassembly.gov.uk](mailto:claire.sugden@MLA.niassembly.gov.uk) or by post to: Claire Sugden MLA, 1 Upper Abbey Street, Coleraine, BT52 1BF.
- Interviews will take place on Friday 6 June 2025



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