



Northern Ireland  
Assembly

**Office of Dr Steve Aiken OBE MLA**  
**Ulster Unionist Party, MLA for South Antrim**

The Office of Dr Steve Aiken OBE MLA is looking for one Full-time (Permanent) and one Part-time (Temporary) staff members to support constituency work in South Antrim. Both posts will be based in the Ballyclare Office (BCO) at Grade One Level, with occasional requirements to support the MLA at Parliament Buildings or across the constituency.

Details of the posts are laid out below.

Please note employment terms and conditions, salary and pension arrangements for the fulltime post are strictly in accordance with the NI Assembly Determination<sup>1</sup>. As both these posts will involve dealing with confidential case work, sensitive health and social issues including helping with vulnerable adults and children, applicants must be capable of achieving an Access NI check. Both roles require IT literacy, though appropriate training will be given where required. The permanent post will be subject to a six-month probation service.

**ALL** Applications must have the unrestricted right to work in the United Kingdom.

The recruitment process begins on the 25th June 2025, with applications open until midnight, 6th July 2025.

Eligible applicants will be informed with interviews happening in the week beginning 7<sup>th</sup> July 2025. Appointments will be as soon as possible. Interview adjustments will

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<sup>1</sup> Assembly Members (Salaries and Expenses) (Period in which Assembly not functioning) Determination (Northern Ireland) 2022: published on 1 January 2023 and as amended to Assembly Members (Office and Staffing Costs and Allowances) Determination (Northern Ireland) 2025. Following the Assembly Election in 2022 an Executive was not appointed and there was a reduced level of Assembly business. The Northern Ireland (Executive Formation) Act 2022 conferred powers to the Secretary of State for Northern Ireland to make amendments to the 2016 Determination (as amended 2020). Following the appointment of the Executive on 3 February 2024, the full provisions of the 2016 (as amended 2020) were restored from 4 February 2024 and these Determinations cease to have effect.

be made for any applicant requiring them. We are committed to providing equality of opportunity in employment and welcome applications from all suitably qualified applicants irrespective of gender, marital or family status, religious belief, political opinion, disability, age, race, nationality, or sexual orientation.

The recruitment process will be by covering letter covering the essential and desirable criteria, accompanied by a short CV.

You will be asked for two references if appointed.

All generated letters or CV's will be rejected and the applicants disqualified.

You are encouraged to contact our team in our office for an informal discussion before applying. Contact details are below.

Only those considered meeting the criteria will be invited for interview. However those who are not selected will be added to a merit list in the event of subsequent vacancies, feedback may not always be available due to staffing constraints. We will also call forward for interview those candidates who meet The Equality Commission's Guidance on Positive Action for People who are Disabled Guaranteed Interview Scheme (GIS)<sup>1</sup>.

Appointments will be based solely on merit, on the basis of a competency-based interview by a panel who will rank candidates accordingly. The highest-ranking candidates will be brought forward for a final interview with the MLA who will make the final selection and then, subject to satisfactory references being received, employment will then be offered. A merit list will be retained for nine months in order that further appointments can be made in the event of vacancies being unfilled. Employment will commence as soon as possible after any appropriate notice has been given.

The conditions of service as laid out by the Determination state that all employees will be appointed solely on merit after having been identified by a fair and open competition. Employees must be employed on the Members' Staff Employment Contract published by the Commission, with a maximum working 37 hours per week, or part-time pro rata.

Contact details: [steve.aiken@mla.niassembly.gov.uk](mailto:steve.aiken@mla.niassembly.gov.uk); 028 9334 4966

## Two Positions are Available

Post	Role Description	Hours	Salary	Notes
<p><b>1.</b></p> <p><b>Casework Assistant</b></p> <p><b>(Full time, Permanent)</b></p>	<p>i. Office point of contact for public, either personally, by phone or by E mail.</p> <p>ii. Managing casework files as directed by Constituency Manager/MLA.</p> <p>iii. Liaison with local authorities, NI government departments, EA, Health Trusts, PSNI, local community groups, other MLAs, Councillors and MPs offices</p>	<p>Full Time (37 Hr Week) core working week 1000-1600.</p> <p>Flexible or Hybrid working for part of the week may be considered after the end of probation period and at the discretion of the MLA.</p>	<p>£26,694 (Hourly Rate £13.88)</p> <p>Rising to pay point 2 after 1 year and satisfactory service to:</p> <p>£28,363 (Hourly Rate £14.75)</p>	<p><b>Essential Criteria:</b></p> <ul style="list-style-type: none"> <li>- Minimum of 18 months' community experience in UK or within EU</li> <li>- Ability to work without supervision</li> <li>- Demonstrable experience of working with Regional and Local Government and elected officials.</li> <li>- Communication skills (Oral/Written/Social Media)</li> <li>- Knowledge of current Northern Ireland legislative system and main regional government policies.</li> <li>- Demonstrable experience of working in a customer-related environment coupled with some experience of working with vulnerable adults.</li> <li>- IT skills with experience of Microsoft Office and Social Media.</li> <li>- Tact and discretion in a publicly facing role</li> <li>- The ability to have, or to be in possession of, a current Enhanced Access NI</li> </ul>

				<p>- Right to work within UK</p> <p><b>Desirable Criteria</b></p> <p>- Experience of liaising with groups within the constituency and the general public on a Member's behalf as necessary.</p> <p>- Knowledge of the main issues affecting a constituency.</p>
Post	Role Description	Hours	Salary	Notes
<p><b>2. Communications</b></p> <p><b>(Part time, Temporary)</b></p>	<p>i. Managing Social Media accounts</p> <p>ii. Preparing draft press releases</p> <p>iii. Monitoring local media</p> <p>iv. Assisting Office Staff in manning office</p>	<p>Part Time (11 Hr Week) core working week 1000-1600. Flexible or Hybrid working for part of the week may be considered after eight weeks' employment and at the discretion of the MLA.</p> <p>This role is a temporary post until 31 March 2026 (extension may be possible)</p>	<p>£26,694 (Hourly Rate £13.88)</p> <p>Part Time Maximum Salary</p> <p>£6,600</p>	<p><b>Essential Criteria:</b></p> <p>- Knowledge of social media posting, Facebook, Instagram editing, video production</p> <p>- Drafting press releases, rapid editing of Assembly statements, social media management and analysis</p> <p>- IT skills with experience of Microsoft Office and Social Media.</p> <p>- Tact and discretion in a publicly facing role</p> <p>- The ability to have, or to be in possession of, a current Enhanced Access NI</p>

				<ul style="list-style-type: none"><li>- Right to work within UK</li></ul> <p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"><li>- Experience of liaising with groups within the constituency and the general public on a Member's behalf as necessary.</li><li>- Knowledge of the main issues affecting a constituency.</li></ul>
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