**Communications and Administration Officer**

Working for: The Ulster Unionist Party Assembly Team

Location: Parliament Buildings

Hours: 16 hours a week

Closinng date: 23rd June 2025 at 5pm

**Job Description and Spec Below:**

**The Ulster Unionist Party is seeking to recruit a part-time Communications / Administration Officer who will work in assisting the Assembly MLA team. This is a vital role that requires someone who is proactive, organised and resourceful.**

**The post is for 16 hours which will be split over an agreed 2 day patter and the successful candidate would be expected to be available to take up the post as the earliest opportunity.**

The Communications and Administration Officer will play a vital role in fostering communications between the MLA Assembly team and the media as well as completing administrative tasks on behalf of the MLA Assembly team. The position is designed for an individual who is passionate about social media content creation and supporting MLAs with their administrative needs. The ideal candiate will assist the MLA Assembly team in driving key messages, managing diaries schedules and ensuring MLAs are supported.

The role includes (but not limited to):

Social Media & Communications:

* Social media content creation, using platform, analytics and community management knowledge.
* Manage and update the Party's social media platforms, ensuring consistent and engaging content by creating graphics with creative design proficiency and knowledge of social media trends.
* Develop and execute communication strategies to promote MLA activities and initiatives.
* Monitor public sentiment and feedback on social media, providing insights to the Assembly team.
* Coordinate with media outlets to disseminate press releases and respond to inquiries including using Nation Builder, X (formerly Twitter) and Facebook to communicate party messaging efficiently.

Assembly Administration:

* Dealing with correspondence, phone calls, emails, texts etc.
* Organising and maintaining diaries/ schedules, meetings and appointments
* Preparing the order papers for Members and having them circulated in advance of meetings
* Supporting MLAs with administration needs including booking in briefings, responding to emails and arranging meetings within the Assembly.

Essential Criteria

* A commitment to the vision of the Ulster Unionist Party
* The ability to work to the highest professional standards in a pressured and fast-paced environment, ensuring accuracy
* The ability to respect and uphold the levels of confidentiality required with the role and work as part of a team to deliver shared objectives and outcomes
* Ability to identify opportunities and gain positive coverage in print, broadcast and online media
* Strong interpersonal skills and an ability to build strong working relationships both internally and externally
* Possess an excellent understanding of social media content creation, using platform, analytics and community management
* Track record delivering meaningful social media campaigns with the ability to communicate complex ideas and proposals to a variety of audiences in a concise and clear way
* Knowledge of EU, UK and NI institutions relevant to the role with the ability to monitor external policy developments and horizon scan for relevant issues and opportunities

Desirable Criteria

* Hold a full UK driving license with access to a car