**Job Title: Constituency Assistant (20 hours per week)**

**Reporting to: Pat Catney MLA**

**Job Purpose: To assist in the management of the day-to day business of a constituency office and provide support to the MLA in carrying out his duties as a Member of the Northern Ireland Assembly.**

**Location: Constituency office in the Lagan Valley constituency and**

**Parliament Buildings Stormont.**

**Main responsibilities**:

1. Assist in the day-to-day management of the constituency office, including the management of an administrative budget and Assembly financial matters.
2. Setup, develop and maintain office systems and procedures and comply with Data Protection as required.
3. Manage constituent/stakeholders issues and where appropriate signpost to relevant agencies.
4. Ensure all casework is logged, identify and take action as necessary, manage progress and report back to the constituent/stakeholder.
5. Attend surgeries, tribunals and meetings as appropriate.
6. Deal with queries and complaints on behalf of the MLA, including the drafting of correspondence on his behalf.
7. Liaise and build relationships with government agencies, the voluntary sector, business and others as identified to resolve constituency matters.
8. Liaise and build relationship with groups within the constituency and the general public on the MLA’s behalf.
9. Provide secretarial support including the preparation of reports.
10. Assist in the organisation of constituency, policy and press events in the constituency.
11. Liaise with Assembly, Committee and SDLP staff on business and events.
12. Develop and maintain a social media presence for the MLA.
13. Any other duties which may be necessary to support the MLA in carrying out Assembly/constituency business.

This post will require commitment, initiative and drive. This position may involve travel throughout the constituency and the successful applicant must demonstrate how s/he meets the mobility requirements for the job. The successful candidate will be based between the constituency office in the constituency and Parliament Buildings, Stormont, Belfast.

The post will be offered initially on a three month contract with a view to extending the contract for a one year period and the candidate having successfully completed a three month probationary period which is subject to the setting up of the Northern Ireland Assembly.

Salary is Grade 3 £22,750 per annum pro rata.

**Constituency Assistant (20 hours per week)**

**Person Specification**

**Job Title: Constituency Assistant**

* A degree or equivalent qualification (example: law, politics, history, public policy) or three years relevant experience.
* Experience of working in a political environment desirable and understanding the needs of the local community.
* Proven customer service and people skills.
* Excellent written and verbal communication skills.
* Good office management skills.
* Excellent IT skills (Word, Excel, Publisher, data management).
* An understanding of current and political affairs.
* An understanding of local political and government infrastructure, particularly in relation to local government.
* Excellent decision and problem solving skills.
* Excellent interpersonal and organisational skills.
* Ability to work as part of a team.
* Experience of planning events.
* Experience in advice and benefits sector desirable.
* Must have a flexible attitude to working outside normal office hours.
* Positive understanding of the aims and objectives of the SDLP.
* The successful applicant must demonstrate how s/he meets the transportation requirements of the post.