**Constituency Assistant - Job Description & Personal Specification**

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| **Job Title:** | **Reference:** |
| Constituency Assistant  | CA/JO’D/03/24 |
| ***Location:***Constituency Office – Lurgan | ***Hours of Work***16 hours per week |
| ***Salary:***£13.34 per hour | ***Employer/Responsible to:***John O’Dowd MLA |
| ***Closing Date:***2nd April 2023 by 9am | ***Length of Contract:***This is a fixed-term contract for 12 months.  |
| ***Benefits:**** *10% Pension*
* *Enhanced Holiday Package*

***Main Job Duties:**** Assist MLA and Constituency Office Manager with casework.
* To support the work of MLA in developing Constituency outreach needs
* Making links with the local Constituency sectors including the business community and voluntary sector
* Establishing a relationship with all sectors within the Constituency based on needs
* Create partnerships and sustain partnerships within all sectors.
* Analyse, research and report issues affecting the Constituency and provide longer term recommendations
* Create and produce social media content, as required.
* Help develop response to Constituency needs such as long-term infrastructure, investment, and health
* Raise the profile of the work of the MLA through social media, media, and the press
* Attend meetings and benefit appeals when required
* Assist in writing of oral questions, motions, and speeches in conjunction with the above.
* Planning and co ordinating events.
* Other duties could be required in support of the MLA carrying out their Assembly duties

\**The list of duties is not to be regarded as exclusive or exhaustive. The Employee is required to be flexible and to undertake such other duties as may reasonably be assigned to him or her by the Employer.* |

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| MLA Signature |  |
| MLA Print |  |
| MLA Date |  |
| Employee Signature |  |
| Employee Print |  |
| Employee Date |  |

**Personal Specification:**

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|  | **Education & Experience** | **Knowledge & Values** | **Skills** |
| **Essential Criteria** | Degree (or equivalent qualification) and minimum of 6 months relevant experience in similar post or minimum of two years’ relevant experience in similar post. | Excellent knowledge of the political landscape & knowledge of local Constituency needs. (Please identify minimum of three issues unique to this area).Evidence of strong support for the work and values of Sinn Féin.Excellent verbal, written and presentation skills  |  |
| **Desirable Criteria** | Minimum of 1 years’ experience working with community groups and statutory agencies. |  | A working knowledge of Gaeilge |