**Person Specification**

**Job Title: Constituency Assistant (16 hours per week)**

* A good standard of education.
* Experience of working with the general public on a range of issues and an understanding of 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.
* Excellent decision and problem solving skills.
* Excellent interpersonal and organisational skills.
* Ability to work on own initiative and as part of a team.
* Experience of planning events.
* Must have a flexible attitude to working outside normal office hours.
* Positive understanding of the aims and objectives of the SDLP.
* Experience in advice and benefits sector desirable.
* Experience of working in a political environment desirable.