**Assembly Constituency Officer (Full Time)**

**Rosemary Barton MLA is seeking to appoint a constituency officer to carry out the functions of casework, communication & constituency work, research and administration.**

**Duties will include;**

**Constituency Casework:**

* Dealing with a wide range of constituents’ queries and problems together with taking the appropriate necessary action.
* Liaising with Government agencies, statutory bodies etc. to resolve constituent  issues
* Managing case files, ensuring that all relevant information is recorded and actions are carried out in a timely manner
* Keeping constituents informed of progress with their cases
* Managing  correspondence related to cases
* Managing regular surgeries - appointments, file preparation, follow up etc.

**Communication & Constituency Outreach:**

* Building relationships with the local business, voluntary and community sectors
* Liaising with local groups, other elected representatives and their staff, organising attendance at community events - handling invitations, correspondence etc.
* Handling media queries, interview requests etc.
* Managing social media presence, Facebook, Twitter etc.
* Issuing regular press releases
* Compiling News Sheets
* Organising and attending local events as needed
* Co – mentoring of interns

**Research**

* Keeping up to date with Assembly & relevant Westminster legislation, along with committee proceedings, debates and questions.
* Managing a database of constituency information
* Developing a good understanding of local issues
* **Administration**
* Managing written correspondence, email etc.
* Maintaining up to date files
* Managing data in line with data protection act and Freedom of Information Act requirements
* Investigate consultation documents relating to the MLA’s remit and draft responses.
* Day to day management of the office including administration

 **Other duties, as required in support of the MLA in carrying out their Assembly duties**

**Essential Criteria**

* A degree or 3rd level qualification or 4 years relevant experience
* At least 2 years’ experience working with the public in an office environment
* Excellent written and verbal communication skills, including drafting speeches and dealing with the press.
* Ability to deal with all types of people, sensitively and confidentially
* Good organisation and time management skills - ability to manage own workload
* Good IT skills - particularly MS Office and social media - Facebook and Twitter

**Desirable Criteria**

* A good knowledge of local and regional Government & Political structures
* An understanding of local issues

**Job Information**

* 37 hours per week
* Located in Enniskillen - 1 Regal Pass, with attendance at Parliament Buildings, Stormont as needed.
* Salary £19,750 to £22,500 per annum, £10.26 per hour.
* Ability to work flexible hours including evenings and weekends.

**Contact Information**

Rosemary Barton MLA

 Constituency Office

13 Scotch Street

Dungannon

Co.Tyrone

BT70 1AR

Email: rosemary.barton@mla.niassembly.gov.uk

**Closing date:**

5pm, 31st August 2017

**Interviews will take place on Thursday 31st August 2017**