**Job Title: Parliamentary Assistant**

**Reporting to: Pat Catney MLA**

**Job Purpose: To assist 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. Provide support to the MLA across a range of strategic and casework issues.
2. Undertake research on policy matters and produce briefing papers.
3. Prepare questions and motions on Assembly business.
4. Assist in the development of Private member’s business.
5. Monitor events in the Assembly and at Committee to ensure that the Member is fully briefed on the business diary of the Assembly.
6. Analyse, evaluate and interpret data to ensure the Member is accurately informed on key issues relating to Assembly and constituency business.
7. Draft speeches, press statements and monitor the media.
8. Liaise with journalists on policy and constituency matters, identify media/press opportunities and advise on communication matters.
9. Develop and maintain a social media presence for the MLA.
10. Prepare newsletters, literature and organise distribution of same.
11. Organise events and campaigns within the constituency.
12. Draft responses to correspondence and enquiries from constituents, the media, lobbyists, pressure groups and stakeholders.
13. Liaise with Assembly, Committee and SDLP staff on business and events.
14. Attend meetings and surgeries on behalf of the Member as appropriate.
15. Prepare a work programme for interns and work experience students.
16. Assist the MLA with visiting groups, schools, and constituents.
17. Manage all aspects of the MLA’s ICT equipment and liaise with the IS unit in the Assembly.
18. Manage the MLA’s diary.
19. Co-ordinate the work between the parliamentary and constituency offices.
20. 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. The successful candidate will be based between the 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 2 £19,750 per annum.