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**John Stewart MLA**

**Support staff job description.**

**Assembly Policy/Research/ Officer to MLA**

* Drafting press releases, monitoring and arranging media coverage
* Identifying media/press opportunities and advising on press strategy
* Updating/maintaining internet social networking media
* Planning and organising press conferences/media events
* Preparing newsletters/mailshots/publicity material
* Establishing personal networks/attending conferences
* Monitoring events in Assembly and ensuring MLA is fully briefed on potential questions and motions to be put to the House
* Conducting research/providing research briefing
* Developing knowledge in relevant legislation and policy
* Developing Private Members' Bills
* Preparing and developing motions and Assembly Questions
* Drafting speeches/briefing papers
* Preparing material for meetings/conferences
* Providing rapid, accurate and detailed research on a wide range of devolved policy issues to deliver written and oral briefings as required
* Reviewing professional publications/participating in professional societies
* Liaising with think-tanks, government departments and agencies, voluntary groups and other external groups.
* Analysing, evaluating and interpreting data to ensure Member is accurately informed on key issues
* Providing policy analysis and advice
* Responding to correspondence and enquiries from constituents, the media, lobbyists and pressure groups
* Analysing patterns of enquiries and producing reports
* Attending surgeries and other meetings as appropriate
* Supervising/managing staff where appropriate
* Leading on project work as required
* Other duties as required in support of the MLA carrying out their Assembly duties

**John Stewart MLA**

**Support staff essential criteria**

**Assembly Policy/Research/ Officer to MLA**

* *5 GCSE, s (A-C) Inc. English and Maths or equivalent*
* *Min 2 years’ political activity or community group experience*
* *Degree or equivalent qualification*
* *Experience of financial/budget control*
* *Policy creation, review and implementation experience*
* *Office management experience*
* *Possess and be able to display good communication skills*
* *Possess and be able to display good interpersonal skills*
* *Experience in speech writing and delivery*
* *Hold full UK driving licence*

**Support staff desirable criteria**

**Assembly Policy/Research/ Officer to MLA**

* *Experience of belonging to boards or oversight groups*
* *Experience dealing with social and or community issues*