

## JOB DESCRIPTION

**JOB TITLE:** **Temporary Constituency Manager (To cover maternity leave)**

**REPORTING TO: Patsy McGlone MLA**

**JOB PURPOSE: Reporting to Patsy McGlone, the Constituency Manager will support the MLA by managing the daily affairs of the Constituency Office, as well as supporting and advising the MLA on Assembly matters**

**LOCATION: Cookstown**

**RATE OF PAY: £11.82 p/hour (35 hours p/week)**

**CLOSING DATE FOR APPLICATIONS:** **5pm on Friday 20th January**

**Please email** [**patsymcglonemla@yahoo.ie**](mailto:patsymcglonemla@yahoo.ie) **for an application form.**

**RESPONSIBILITIES:**

* General office and staff/volunteer management
* Handling of constituent cases
* MLA diary management
* Drafting of Assembly Questions
* Drafting of correspondence
* Liaising with local media outlets (Newspapers, Radio, TV)
* Updating constituency databases
* Leading on local issue campaigns
* Assisting in organisation of public events
* Liaising with Assembly & Committee staff on Committee business and events
* Policy work in relation to committee business
* Drafting reports for Party members/staff on local & policy issues
* Attending & taking minutes of meetings in relation to spokespersons’ role
* Administrative & other relevant/assigned duties
* Adhering to Health & Safety Policy
* Any other duties within reason and capability associated with this role

**PERSON SPECIFICATION**

**JOB TITLE**: **Constituency Manager**

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| ***Criteria*** | ***Essential*** | ***Desirable*** |
| **Qualification/** **Attainments** | * Third level Degree | * Degree classification of 2:1 or higher * Politics, policy, marketing or management related degree |
| **Relevant Experience** | * Significant office management experience * Proven people management experience | * At least 5 years office experience |
| **Skills and Competencies** | * Proven commitment to the values and aims of the SDLP * Excellent understanding of current affairs * Excellent understanding of the local political system * Excellent customer service experience * Excellent communication skills (both written and oral) * Excellent IT skills and experience in using MS Packages * Excellent interpersonal and organisational skills * Proven track record in multi-tasking * Good decision making and problem solving skills * Willingness to work outside office hours | Experience in advice and benefits sector |
| **Other** | * Current and valid driving licence with access to car |  |