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**Nick Mathison MLA**

*Alliance Party Member of the Northern Ireland Assembly for Strangford*

**Policy & Communications Officer (Fixed Term Appointment)**

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| Report to:  | Nick Mathison MLA |
| Office Location:  | Parliament Buildings, Stormont & 19 High Street, Comber  |
| Hours:  | 30 hours per week, Monday to Friday  |
| Holidays:  | 28 days plus public holidays  |
| Salary:  | Grade 2, £33,409 per annum (pro rata) |
| Duration:  | Fixed term until 31st March 2025 |

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| Closing Date | Thursday 15th August 2024Interviews for shortlisted applicants are expected to take place on Thursday 22nd August 2024 |

# JOB DESCRIPTION

Providing policy and comms support for Nick Mathison MLA

**Duties**

* Carrying out policy research on all areas of NI Executive responsibility
* Briefing MLA to assist with preparation for Assembly debates and Committee sessions
* Writing speeches for the MLA for debates in the Assembly and other events
* Preparing written and oral questions for the MLA
* Keeping MLA briefed on educational policy developments
* Facilitating ongoing engagement with educational stakeholders to inform policy development
* Drafting letters for MLA to NI Executive Ministers and senior officials
* Supporting the MLA with diary management
* Supporting MLA with management of social media profiles and writing of press releases
* Any other duties required to enable MLA to carry out his role at the NI Assembly effectively

**PERSON SPECIFICATION**

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|  | **Essential Criteria**  | **Desirable Criteria**  |
| **Professional / Technical Qualifications**  | * Educated to degree level or able to demonstrate 1 years paid experience in a policy-based role
* Excellent working knowledge of all Microsoft Office packages
 | * Degree in relevant subject
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| **Experience / Job Knowledge**  | * Working knowledge of Northern Irish political system
* Experience of writing policy or research briefings
* Experience of stakeholder engagement
 | * Knowledge of legislation and policy related to NI education system
* Understanding of NI Assembly processes and procedures
* Experience of producing social media content and / or drafting press releases
* Experience of using video editing software
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| **Personal Qualities /** **Skills**  | * Excellent verbal communication skills
* Excellent written communication skills with ability to adapt style to various contexts
* Ability to manage workload based on changing priorities
* Excellent organisational skills
* Ability to work proactively on own initiative
* Committed team player
* Understanding of Alliance Party aims and objectives
 | * Experience of diary management for an individual or team
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| **Circumstances**  |  | * Available for a start in 1st or second week of September
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