

Paul Frew MLA - Person specification – Constituency Assistant/ Caseworker Part-Time

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 7 GCSEs at Grade C or above including English Language and Maths 	<ul style="list-style-type: none"> • Third level Degree • Politics or Policy related Degree
Relevant Experience	<ul style="list-style-type: none"> • Office experience working with private sensitive documents and information 	<ul style="list-style-type: none"> • Experience in advice and/or social security benefits • Experience in making presentations to a group or panel • Good knowledge of funding applications
Skills	<ul style="list-style-type: none"> • Excellent communication skills (both written and oral) • Excellent IT skills and experience in using Microsoft Packages • Excellent understanding of current affairs • Excellent organisational skills • Good decision making and problem solving skills • Able to work on own initiative or part of a team • Data protection and confidentiality awareness 	<ul style="list-style-type: none"> • Knowledge of the workings of the Northern Ireland Assembly • Understanding of local political system & of local issues • Manage a large and varied workload • Experience in Political Research • Knowledge in marketing skills using social media
Other	<ul style="list-style-type: none"> • Availability for immediate start • Flexibility with working days 	<ul style="list-style-type: none"> • Current Driving licence with access to car or ability to travel to appeals and appointments