### Assembly Constituency Outreach Assistant - Banbridge

**Job Description and Spec Below:**

**Doug Beattie MC MLA is recruiting for an Assembly Constituency Outreach Assistant**

**The post is for 7 hours which will be split over an agreed 2 day patter and the successful candidate would be expected to be available to take up the post as the earliest opportunity.**

The Constituency Outreach Assistant will play a vital role in fostering communication between the elected official and their constituents within the Banbridge area. This position is designed for an individual who is passionate about public service, community engagement, and helping people navigate governmental processes. The ideal candidate will assist in organising outreach initiatives, managing constituent inquiries, and ensuring that the voice of the community is heard and represented.

**The role includes (but is not limited to)**

* Providing general admin support (typing, emails, phone calls, distributing mail, filing, photocopying, etc.)
* Assisting in preparing for visits, events, questions and motions
* Attending meetings/conferences as required
* Organising and providing secretarial support for meetings
* Updating/maintaining databases
* Managing and monitoring incoming calls and enquiries
* Gathering relevant information regarding arising constituency issues
* Providing information/advice to constituents on range of issues
* Identifying local community groups/key contacts
* Managing and progressing portfolio of casework appropriately
* Ensuring enquiries are dealt with sensitively and confidentially
* Retaining records and information confidentially and in line with the Data Protection Act
* Building relationships with business, community and other groups in constituency
* Liaising with groups within the constituency and the general public on the Member's behalf as necessary
* Liaising with Government agencies, voluntary sector and others to resolve constituency matters
* Other duties as required in support of the MLA carrying out their Assembly duties

**Essential Criteria**

* At least 2 years’ experience in an office environment.
* High level of communication skills (oral/written/social media)
* Right to work within the UK
* At least two years’ experience of contributing to strategic planning in a workplace.
* Proven previous experience of dealing with members of the public on the telephone and in person.
* Demonstrate IT skills with significant experience in Microsoft office.
* A Proven ability to work as part of a team and to work on own initiative with minimum supervision.
* Ability to work flexible hours (including unsocial hours) within contracted hours between Belfast and Portadown
* strong commitment to Ulster Unionist Party values
* Knowledge of the Banbridge constituency area (geographically and politically)

**Desirable Criteria**

* Experience with caseworker system.
* At least one-year experience of working in a political environment.
* Full UK driving licence
* Experience dealing with departments, public bodies and agencies.
* Experience with general public in order to provide advice.
* Knowledge of the Upper Bann constituency area (geographically and politically)