

Job Title: Researcher on general policing issues to support DUP Members of the Northern Ireland Policing Board.

Working for: Democratic Unionist Party Lead Police Board Members.

Location: Belfast

Part –Time: 18 hours per week (approx.)

Salary: £15,000. (Based on the division of the total budget made available to the funding scheme.)

The post holder will play a key role in supporting the work of the Democratic Unionist Party on the Northern Ireland Policing Board.

The Role

The successful candidate will:

- Work closely with the DUP Policing Board members.
- Communicate effectively with those elected members.
- Work with external stakeholders on behalf of the DUP members and liaise with groups/personnel as necessary on relevant policing and NIPB related matters.
- Undertake research and investigate complex policy material on issues which come before the Board and its Committees
- Produce relevant briefs for the Members and draft concise reports for consideration on relevant issues.
- Compile agendas for and take minutes of internal DUP Police Board Member meetings.
- Compile other such written material as requested.
- Manage and organise relevant meetings for DUP Board Members.
- Liaise with other staff researchers and policy officers.

The person

Essential criteria

Third level qualification, or significant relevant research experience in the last twelve months

The successful candidate must be able to demonstrate:

- Excellent interpersonal, oral and written communication skills.
- A portfolio of written work including briefings and reports.
- Good IT skills.
- Strong political awareness and an understanding of the workings of policing in Northern Ireland.
- Awareness and supportive understanding of the aims and ethos of the Democratic Unionist Party.

- Ability to work enthusiastically and co-operatively as part of a team.
- Flexibility and adaptability to changing workloads, with a problem-solving approach.
- Tact, discretion and respect for confidentiality given the nature of the work and access to papers
- Excellent organisational and time-management skills, including the ability to prioritise tasks and work under pressure with attention to detail.

Working hours: Monday – Thursday 9am – 12pm and attendance at meetings of the NI Policing Board and associated committee meetings. (The post may also require flexibility on additional hours including Friday depending on workload)

Application Details

To apply, please email your CV and a covering letter setting out why you believe you meet the criteria for the job to DUP Chief Executive Timothy Johnston at timothyjohnston@dup.org.uk by 5pm on Friday 15th February 2019.

Interviews will be held week commencing 18th February.