

SDLP Communications and Policy Assistant: Job Advertisement

Role: Communications and Policy Assistant

Hours: Full time, 37.5 hours

Salary: From £25,000 (dependent on experience)

Location: Stormont 3 days per week, 2 days working from home or subject to requirements.

The Social Democratic and Labour Party (SDLP) is seeking to appoint a Communications and Policy Assistant to support its team at Stormont. This is an exciting opportunity to play a key role in shaping the party's presence across media and digital platforms.

Reporting to the Strategic Director, you will work in a fast-paced political environment, requiring strong political awareness, professionalism, and stakeholder engagement skills.

You will support the Communications and Policy team by developing impactful content, assisting in policy development and events, and help to implement campaigns that align with the SDLP's objectives and values.

Key Responsibilities

- Draft and issue press releases.
- Prepare and support elected representatives ahead of media appearances.
- Develop compelling content for social media platforms, including design using platforms such as Canva.
- Assist in developing campaigns to promote policy proposals.
- Monitor political developments, anticipate challenges, and provide proactive advice.
- Manage stakeholder communications, including handling media, lobbyist, and pressure group inquiries.
- Contribute to internal communications and research relevant policy areas.
- Compile briefing packs, including media briefings, and assist in speechwriting.
- Assist with event planning and logistics, including venue coordination, guest lists, and on-the-day support.
- Create engaging content for social media and other communication channels.
- Work flexibly, including occasional out-of-hours support for events as required.

How to Apply

Please find the Person Specification below.

To apply, please complete and return the Application Form and Monitoring Form to headquarters@sdip.ie by 5:00 pm on Monday 7 April 2025.

Interviews will take place during the week commencing 14 April 2025.

SDLP Communications and Policy Assistant: Person Specification

Essential Criteria

Applicants must demonstrate, by the closing date, that they possess:

- A university degree in politics, economics, law, communications, journalism, or a related field (or an equivalent third-level qualification) OR minimum of three years in a similar role.
- At least one year of experience (gained within the last five years) in a policy, public affairs, research, or communications role.
- Strong knowledge and experience of using social media platforms including TikTok, Instagram, X, LinkedIn and others.
- The ability to analyse and evaluate complex or emerging information quickly and prepare clear briefing notes for senior representatives.
- Strong writing skills, with experience drafting speeches, articles, press releases, or comment pieces for elected representatives or senior leadership.
- Experience in managing external stakeholders, including media, community and voluntary organisations, and business sector representatives.
- Experience in managing public social media accounts, including content creation, scheduling and analytics.
- A strong understanding of the policy-making and legislative processes of the Northern Ireland Assembly, Westminster Parliament, and local councils.

Desirable Criteria

- Experience in event management, including venue selection, promotional material preparation, and on-the-day coordination.
- Experience preparing and submitting Assembly/Parliamentary questions or motions for elected representatives.
- Experience working directly with the media.