



Northern Ireland
Assembly



Youth Assembly Support Officer

£34,732 - £35,887

Candidate Information Booklet

Completed Application Forms must be submitted no later than 12 noon (UK time) on Monday 03 March 2025

Please retain a copy of this booklet for your reference throughout the selection process.

Foreword

Thank you for your interest in the position of Youth Assembly Support Officer AG7 in the Northern Ireland Assembly Commission (the Assembly Commission).

The Assembly operates in a dynamic political and parliamentary environment, and as a newly appointed Youth Assembly Support Officer you will have an excellent opportunity to make an important and valued contribution to Assembly business at Parliament Buildings.

Working at the Assembly offers a rewarding career. The Youth Assembly Support Officer will work as part of a team within the Education Service reporting to the Youth Assembly Co-Ordinator. This is an exciting opportunity to join a high-profile organisation with a dedicated and inclusive team.

In turn, we offer a competitive salary. We offer excellent pension provision where you contribute between 4.6% and 8.05% of salary and the Assembly Commission will contribute a further 34.25%.

We offer an annual leave allocation of 25 days, increasing by one day per year up to a maximum of 30 days. In addition, we offer 12 days of public and privilege holidays. We also offer a range of other [employee benefits listed on the Recruitment website](#).

Please read the information provided in the candidate information booklet carefully and if you are interested in this exciting post, I would encourage you to submit your application.

If you would like to find out more about the post before making an application, please contact Stephanie Mallon at stephanie.mallon@niassembly.gov.uk or telephone 028 9052 1021.



Gareth McGrath

Director of Parliamentary Services

About Us

The Assembly is at the heart of political and public life as the democratically elected parliament that represents the interests of Northern Ireland and its people.

Established as a key element of the Belfast (Good Friday) Agreement, the Assembly comprises 90 Members and has three main functions - making legislation, scrutinising the Executive and representing constituents.

In accordance with the Northern Ireland Act 1998, the staff, services and facilities which are needed to support the work of the Assembly are provided by the Assembly Commission, a corporate body comprising the Speaker and five Members of the Assembly. The day-to-day running of the Assembly is delegated to the Clerk/Chief Executive and the Senior Management Team (SMT).

The Assembly Commission provides the infrastructure, facilities and staff to allow the Assembly and its Committees to meet and to encourage public awareness of, and engagement with, the parliamentary process. It also pays the salaries of Members and reimburses the expenses which enable them to undertake their duties both at the Assembly and in their constituency offices.

The Assembly Commission is a high-achieving and professional organisation providing impartial support to the Assembly and its Members. The Assembly Commission is independent of the Executive and the Northern Ireland Civil Service.

The Assembly Commission has approximately 400 staff and an annual revenue budget of £68m. [Our organisational structure is illustrated on the Northern Ireland Assembly Recruitment website.](#)

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About the Role

The Youth Assembly Support Officer will work within the Youth Assembly team and will report to the Youth Assembly Co-Ordinator. The role is a full-time role, 37 hours per week, usually undertaken Monday to Friday, however regular out-of-hours work, including evenings and weekends, will be required. Overtime, where authorised, will be paid in accordance with the Assembly Commission's Overtime Pay Policy.

The Person

You will previously have worked effectively within a team in an administrative role. You should have the ability to communicate effectively with a range of stakeholders including young people, both in person and digitally through online platforms and social media.

Core Responsibilities

As a Youth Assembly Support Officer, and member of the wider Public Engagement team, you will primarily work in the Youth Assembly (YA) team. You will be required to undertake a variety of tasks including but not limited to:

The effective administration of projects involving young people:

- Assisting in the administrative work associated with the delivery of the Youth Assembly.
- Working directly with a diverse group of young people aged 12-16 to facilitate the day-to-day work of Youth Assembly Committees both online and offline.
- Facilitating maximum participation of Youth Assembly Members through regular contact and support.
- Supporting the delivery of online and offline events and activities associated with the Youth Assembly.

- Assisting in the planning and delivery of the plenary sittings of the Youth Assembly.
- Assisting in the design and delivery of a training programme for members of the Youth Assembly.
- Checking and processing invoices for payment through electronic payment system.
- Managing information and records in accordance with established policies and statutory requirements.

Communication with stakeholders:

- Communicating accurately and clearly (both orally and written) with internal and external stakeholders such as young people, colleagues, managers, customers, or members of the public.
- Assisting in designing and delivering communications plans and associated activities, including through social media and digital platforms.

Planning and organising workload:

- Collating and preparing the agenda and papers for online and face-to face meetings in a timely and accurate manner;
- Attending meetings, minute taking and capturing actions/notes and proactively following up on actions to ensure timely delivery;
- Record keeping, capturing and reporting data to inform the development of the programme;
- Researching and preparing accurate and timely information;
- Reviewing all incoming correspondence and prioritising next steps as necessary;
- Drafting correspondence ensuring that work is accurate and presented in the corporate format;
- Using electronic systems to produce accurate and timely statistical information or reports to assist decision makers;

- Effectively using Microsoft Office and bespoke internal Assembly software systems and databases to prepare, produce and present documentation including letters, memos, presentations and reports of a consistently high quality;
- Monitoring and evaluating the effectiveness of activity and implementing changes and improvements as required.
- Working on your own initiative, to deliver an agreed set of outcomes.
- Helping to delivering a number of Youth Assembly projects at the same time, often to tight deadlines.

Additional duties:

- Complying with all of the Assembly Commission's staff policies and procedures including Equal Opportunities and Dignity at Work policies and procedures and all mandatory training requirements.
- Carrying out other duties that the Assembly Commission reasonably requires of you.

Essential Criteria

Applicants must, by the closing date for applications, have:

1. At least a primary degree, minimum 2.2 classification, in any subject.

Applications will be considered from applicants with formal qualifications of an equivalent or higher standard to those stated;

AND

At least two years' experience in a) – d) listed below:

OR

2. At least four years' experience in each of the following:

- a) Assisting in the provision of participative, youth-led events and meetings where young people are facilitated to make decisions and have their views heard on issues that matter to them.

- b) Designing and delivering communications plans for young people and associated activities including social media posts (including video content) and newsletters etc.
- c) Communicating accurately and clearly (both orally and written) with internal and external stakeholders including young people, colleagues, managers, customers, members of the public.
- d) Planning and organising workload using own initiative to deliver high quality work to deadlines.

Shortlisting Criteria

Should shortlisting be required, the following shortlisting criterion will be applied:

Experience of working with young people to create social media content.

Assembly Skills and Behaviours

The following Assembly Skills and Behaviours will be assessed during the selection process:

Initiating improvement and delivering change

...is looking for and being open to new and innovative ideas and improvements to the service provided. It is being flexible and adapting positively and professionally to sustain performance when the situation changes, workloads increase or priorities change. It is about forming sound, evidence-based decisions and being accountable for results.

Parliamentary and political understanding

... is displaying an appropriate understanding of the wider political environment; what the Assembly does and how our role fits in; and the level of public scrutiny to which the actions and decisions of Assembly staff are exposed. It requires impartiality, integrity and political sensitivity.

Equal Opportunities Statement

The Assembly Commission is committed to equality of opportunity in employment and welcomes applications from all suitably qualified applicants irrespective of religious belief, political opinion, race, age, gender, disability, marital status, sexual orientation or people with dependents or without. **All applications for employment will be considered on the basis of merit.**

Location

The Assembly Commission operates a Hybrid Working Policy and the balance between working in Parliament Buildings and working at home will vary depending on the post, business need and the preference of the member of staff within the parameters of the Policy.

Completing the form

Only the information presented in the application form will be considered by the selection panel. CVs or other supplementary material will not be accepted in place of, or in addition to, completed application forms. Completed online forms must be submitted by **12 noon (UK time) on Monday 03 March 2025.**

[Launch the application portal and complete the application form.](#)

Application forms submitted after the closing time and date will not be accepted.

Recruitment and Selection Framework

There are five elements within the Recruitment and Selection Framework:

Experience – the knowledge or mastery of an activity or subject gained through involvement in or exposure to it.

Ability – the aptitude or potential to perform to the required standard.

Technical – the demonstration of specific professional skills, knowledge

or qualifications.

Assembly Skills and Behaviours – the actions and activities that people do which result in effective performance in a job.

Strengths – the things we do regularly, do well and that motivate us.

The elements that will be assessed for this role are Experience, Ability, Assembly Skills and Behaviours and Strengths and the selection method(s) that will be used are detailed below. Further information on the [Recruitment and Selection Framework](#) are included in the [Guidance on Recruitment and Selection for Applicants](#).

Stages of the Selection Process

Online Testing

Online testing may be used as a shortlisting tool. Invitation to test does not imply that an applicant possesses the essential criteria. The tests will be held online, and instructions and further information will be issued to applicants after the closing date for applications on 03 March 2025. Only those applicants who meet the minimum standard and who score highest in the tests, will be considered for the next stage of the selection process: the eligibility sift.

Online testing (if required) is planned for week commencing: 06-13 March 2024.

Eligibility Sift

The essential criteria reflect the experience and knowledge that an applicant must possess in order to be able to undertake the role. An eligibility sift will be carried out on the basis of the information contained in the essential criteria section of the application form. You must therefore demonstrate clearly in your form how, and to what extent, you meet with the essential criteria for the post.

Shortlisting

The Selection Panel reserve the right to use shortlisting as part of the selection

process for this post. Should shortlisting be used, the shortlisting criterion will be applied. The Selection Panel reserve the right to set a minimum standard for the shortlisting criterion and/or to only invite those who score highest in the shortlisting criterion to the next stage of the selection process. If shortlisting is not necessary, all applicants who have demonstrated the essential criteria will proceed to the next stage of the selection process.

Interview Stage

Applicants invited to interview will be assessed using the Essential Criteria, Strengths and Assembly Skills and Behaviours as outlined above.

Part of the interview process will be the delivery of a presentation. The subject of the presentation will be advised to the applicant in advance of the interview and the applicant will be expected to present information to the selection panel.

Interviews are planned for week commencing: 05 May 2025

Disability Confident

The Assembly Commission is a Disability Confident Committed Employer and for our recruitment, we have committed to:

- ensuring our recruitment process is inclusive and accessible;
- communicating and promoting vacancies;
- offering an interview to disabled people who meet the essential criteria for the job (the Guaranteed Interview Scheme); and
- anticipating and providing reasonable adjustments as required.

The Guaranteed Interview Scheme (GIS) supports applicants with disabilities or those with a long-term impairment or health condition, that is expected to last for at least 12 months by offering an interview to disabled people who meet the essential criteria for the job. If you are applying under GIS it is therefore important that you include all relevant information in your application form. You should refer to the Guidance on Recruitment and Selection for Applicants for more information.

If an assessment or test is used as a shortlisting tool, then applicants applying under GIS will not be required to complete the assessment or test and will be offered a guaranteed interview, provided that they demonstrate in their application form that they meet the essential criteria for the role.

In instances where an assessment or test forms part of the selection process and is not a shortlisting tool, then all applicants must meet the minimum standard required for that assessment or test, including those applying under GIS.

If you wish to submit your application under the GIS, or if you require adjustments to enable you to participate in any part of the selection process, please indicate this on the application form or contact us at recruitment@niassembly.gov.uk. **Please note that you will be required to provide written confirmation of your disability or long-term health condition from a general practitioner or an appropriate specialist, by the closing date for applications.**

You can get advice or assistance with making an application from your local Jobs and Benefits Office – contact details are available on NIDirect:

[Find contact details for your local Jobs and Benefits Office.](#)

Key Employee Benefits

We offer a competitive salary, excellent pension provision and generous annual leave allowance.

We also offer a range of non-salary benefits which include hybrid working; supportive family friendly policies; flexi-time; health and wellbeing initiatives including an Employee Assistance Programme; supported learning and development; Cycle to Work Scheme; Payroll Giving; and volunteering opportunities.

The successful applicant will be given suitable training, including formal specialised courses as necessary.

[View further details of our employee benefits.](#)

Terms and Conditions of Appointment

This is a permanent appointment. The successful candidate will be an employee of the Assembly Commission. All appointments are subject to the satisfactory completion of pre-appointment enquiries which include an Access NI enhanced check and the satisfactory completion of a six-month probationary period.

The standard working week is 37 hours, (excluding meal breaks). Working hours will be dictated by the mode of operation of the Assembly and will involve work into late evenings and on occasions, at weekends and on public holidays.

The taking of annual leave may be influenced by the Parliamentary timetable.

Equality Monitoring

Under Fair Employment legislation, we are required to monitor the community background and gender of those applying for jobs. You must therefore complete the equal opportunities monitoring section of the application form when applying for the post.

Merit List

The merit list of applicants deemed to be appointable will normally remain “live” for 18 months from the date it is signed and may be used to fill any further permanent or fixed term opportunities for the same post.

Communication during the recruitment process

The Assembly Recruitment Team will issue most communication electronically. You should therefore regularly check your email account to make sure you do not miss any important communication. Please note, sometimes the Recruitment Team emails are automatically filtered as spam by email providers.

Further Information

If you require more information on the recruitment process, please contact the

Assembly Recruitment Team on 028 9052 1741 or email us at recruitment@niassembly.gov.uk.

Further information about the Assembly can be obtained on the [Northern Ireland Assembly website](#).

The Candidate Information Booklet does not constitute any term or condition of employment.