**Job and person specification**

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| **Job title:** | **Communications and Parliamentary Affairs Officer** |
| **Reference:** | *MBS-040-25* |
| **Office of:** | *Heledd Fychan* |
| **Pay band:** | **2** |
| **Salary range:**  **(pro-rata)** | **£27,722 - £40,321**  All new staff are expected to enter on the scale minimum of the appropriate pay band. Individual staff will, subject to satisfactory performance, move up the incremental scale one point at a time on the anniversary of their commencement of employment until they reach the scale maximum for their band. |
| **Working hours:** | **35 hours per week** |
| **Appointment type\*:** | **Fixed Term for 10 months** |
| **Location:** | Tŷ Hywel / Office in Pontypridd |

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| **Additional information:** |
| \*Appointment type: Should the Member resign or following an election, not be returned, this position will be made redundant. For positions within the Party Group should there be a change in the Party Leader, or in the number of Group Members, this position may be made redundant. |
| Please note that this position may be subject to evaluation. The role, its responsibilities, and associated pay may be reviewed and adjusted to ensure alignment with the Member's goals and objectives. Candidates should be prepared for potential changes based on business needs of the Member. |
| I am an equal opportunities employer and welcome applications from all suitable persons including people from the following protected characteristics (race, sex, disability, religion/belief, sexual orientation, gender identity, marriage / civil partnership, pregnancy / maternity or age). |
| Please note that appointment will be subject to references and a security check. |

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| **Purpose of the job** |
| To lead on all aspects of the Member of the Senedd’s communications work, relating to regional and parliamentary work including campaigns. |

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| **Main duties** |
| 1. Establish a broad range of contacts within the press, broadcast and online media in order to promote the work of the Member of the Senedd. This includes organising interviews and press opportunities on behalf of the Member of the Senedd and accompanying them on request.  2. Research, prepare and write press releases, statements and articles to the media  3. Establish a social media presence and publicise events, surgeries etc. and follow up on social media queries and comments  4. Develop and implement both short term and longer term communication and campaign plans to include potential media opportunities.  5. Effective media monitoring system, covering print, broadcast and online media  6. Develop e-communications with constituents and groups campaigning on local issues across the region  7. Produce regular reports, print and online informing the public and party members of the work undertaken by the Member of the Senedd  8. Support the Member of the Senedd with parliamentary duties, which includes publicising attendance at events and drop-ins; preparation of questions and speeches; events sponsored by the Member or Cross Party Groups they chair.  9. Liaising with staff working in the regional office as well as staff working for the Plaid Cymru group in the Senedd, to ensure content is coordinated.  10. Provide other such duties as requested by the Member of the Senedd, including attending meetings/ events. |

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| **Person specification** |
| Please refer to the essential criteria below when completing the ‘Information in support of your application’ section of the application form.  **Essential knowledge and experience**   * Experience of working effectively in a parliamentary setting or equivalent * Knowledge and understanding of media handling techniques including designing a communications plan * Understanding of the need to reflect the views of the MS in a manner which reflects equal opportunity and is not inflammatory, insensitive, libelous, slanderous or defamatory * Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life   **Essential qualifications**   * Degree or equivalent in a relevant subject or; * Formal Qualification eg NVQ level 3 or 4 or equivalent in media or communications; or * Relevant work experience.   **Essential skills and behaviours**   * Understanding of the media law * Effective interpersonal skills and the ability to build relationships across professional boundaries with members of the press and media * Ability to generate ideas for news items which reflect the work of the MS * Ability to understand and effectively communicate the work and policies of the Member of the Senedd * Ability to work on own initiative to tight deadlines, with the ability to work flexibly and juggle a range of tasks * Effective IT Skills particularly using Microsoft packages such as Word, Outlook, Excel, Canva and video editing software * Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld * The ability to work in both Welsh and English   **Desirable criteria**   * An understanding of current affairs and issues of relevance to Wales and the local area, an interest in the Welsh political system * Sympathetic to the aims and values of the Party |