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| **Job & Person Specification** |
| **Job Title:****Reference:** | **Digital and Communications Officer** MBS-015-22 |
| **Member of the Senedd:** | **Jayne Bryant MS** |
| **Pay Band:** | **2** |
| **Salary Range: (pro rata)** | **£23,440 - £34,357***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:** | **37 hours**  |
| **Appointment Type:** | **Permanent** |
| **Location:**  | **Ty Hywel and Constituency Office** |
| **Purpose of Job** |
| To undertake digital and communication related work as required for the Member of the Senedd ensuring that standards of confidentiality are maintained. |
| **Main Duties** |
| 1. Maintain a social media presence and publicise events, surgeries etc. and follow up on social media queries and comments
2. Look for opportunities to promote the aims of the Member of the Senedd and enhance their public image
3. Produce regular reports, print and online material informing the public of the work undertaken by the Member of the Senedd
4. Develop e-communications with constituents and groups campaigning on local issues
5. Develop and maintain links and contacts to groups within the constituency
6. Carry out research into local, regional, national and international issues as required, and ensuring the Member of the Senedd is made aware of any relevant matters
7. Draft briefings and information to assist the Member of the Senedd in dealing with constituency casework or helping to inform debates
8. Help with the organisation of events and visits as requested by the Member of the Senedd
9. Attend meetings or events with or on behalf of the Member of the Senedd
10. Research, prepare and write press releases, statements to the media
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| **Person Specification (please refer to the ‘essential’ criterion below when completing the ‘Information in support of your application’ section of the application form.** |
| **Essential Knowledge and Experience** * Experience in a design or research environment
* Experience of using IT packages e.g. Microsoft packages such as Publisher, Outlook and Excel and design software such as Canva.
* Understanding of the need to reflect the views of the MS in a manner which reflects equal opportunity and is not inflammatory, insensitive, libellous, slanderous or defamatory
* Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the ability to operate in a sensitive environment

**Essential Qualifications** * Degree or equivalent or;
* NVQ Qualification level 3 or 4

**Essential Skills and Behaviours** * Ability to understand and effectively communicate the work and policies of the Member of the Senedd
* Effective organisation, planning and presentational skills
* 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 and design software
* Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld

*Desirable** Knowledge and 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
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| **Additional Information** |
| Please note appointment will be subject to references and a security check.*\* Should the Member of the Senedd 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* |
| 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). |