

Support Staff Job Description

Job family:	Communications
Pay band:	Band 2
Salary range: (pro-rata)	£33,233 - £42,727 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.

Job title:	Communications Officer and Policy Researcher
Reference:	MBS-220-26
Office of:	Marc Jones and Carrie Harper MS
Working hours:	14.8 hours per week (2 days) split equally between both Members. There may be a requirement for the role holder to work outside of the normal working hours.
Appointment type:	Fixed Term for 6 months As Members of the Senedd, we hold office as elected representatives; when we cease to be Members of the Senedd, this position will be made redundant.
Location:	Ty Hywel – Cardiff There may be a requirement to visit a range of locations across my constituency, including rural locations, where public transport may not be available.

Additional information:
<p>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).</p> <p>Please note that appointment will be subject to references and a security check.</p>

About the role

Communications

Jobs in this family support the dissemination of information to internal and external audiences in line with the regulatory frameworks under which Members operate. Activities will be undertaken at a level appropriate to the grade. Jobs in this family are responsible for creative processes, public relations, media releases, communications and media production, printed and electronic publications, website content design/management, and social media. The Communications function also includes the support, coordination, production, and management of written, visual, and digital communications. These roles may also include managing and coordinating consultation and engagement events in accordance with the frameworks governing Member activity.

The key characteristics are:

- Generating ideas, researching, creating, writing and delivering a variety of communications materials.
- Creating, supporting and managing campaigns for internal and external stakeholders.
- Providing technical advice and direction for Members and other staff in relation to the choice and use of various communication media.
- Proactive and reactive communication strategies.
- Developing and implementing projects with various agencies, including public, private and voluntary sectors.
- Building and maintaining relationships with stakeholders.

Purpose of the job

A **Band 2 Communications Officer** working for a Member of the Senedd will undertake research, press and media related work as required, ensuring key messages are disseminated to recipients through the most appropriate medium.

Person specification

Skills and behaviours
<ul style="list-style-type: none"> • Be proficient with the normal tools and equipment for the job, for example, standard software packages and have experience of using online media in a work context. • Well-developed oral and written communication skills. • Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life • Expected to plan and manage their own workload within the constraints of established practice and procedures. • Ability to work collaboratively as part of a small team communicating with the constituency office.
Knowledge and experience
<ul style="list-style-type: none"> • A good understanding of the legal and regulatory frameworks within which Members and Groups operate. This includes both Senedd frameworks (standards of conduct, expenditure etc) as well as broader and general frameworks (legal duties). Able to provide informed advice to Members and colleagues on these matters. • Has experience of the media landscape and uses this expertise to develop innovative, proactive media strategies. Experience of advising on media actions at a senior level and supporting teams to develop campaigns. • Able to influence the media agenda through proactive forward planning and develops strategies to protect and improve reputation. Knowledge and understanding of media handling techniques including designing a communications plan is a key requirement. • Knowledge of law and good practice related to data protection and information security. • Experience and practical understanding of law and good practice regarding health, safety and wellbeing, including risk assessments, control measures, and knowing when to seek competent advice. • Experience implementing proportionate safeguarding measures related to children and vulnerable adults.
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.
- Full current UK Driving licence and access to a vehicle insured for work purposes.

Qualifications

- Demonstrable numeracy and literacy skills e.g. English / Welsh and Maths GCSE (or equivalent) at Grade C or above or suitable alternative experience.

Language skills

- Desirable / non-essential: The ability to work in both Welsh and English

Main duties

Communications and media relations
<ul style="list-style-type: none"> • Act as the primary media contact, engaging with journalists and broadcasters. • Write press releases and media briefings. • Manage media appearances and interview prep, including drafting key messages. • Communicate with the Constituency Office
Digital and social media management
<ul style="list-style-type: none"> • Manage the tone for social media communications. • Create high-quality multimedia content (graphics, videos, infographics). • Monitor analytics and engagement data to refine content strategy.
Public engagement and stakeholder management
<ul style="list-style-type: none"> • Manage relationships with key stakeholders. • Oversee the production of newsletters, blogs, and website content. • Organise and promote public meetings, events, and constituency visits. • Advise the Member on public messaging and community engagement opportunities. • Ensure consistency in messaging across all platforms.
Oversight
<ul style="list-style-type: none"> • Oversee the work of Band 3 staff or interns to ensure high-quality output. • Oversee the compliance of all communication materials with Senedd rules.
Workplace obligations
<p>Data protection / information security:</p> <ul style="list-style-type: none"> • Coordinate activities and provide guidance to enable the Member to comply with their obligations related to data protection and information security in accordance with relevant legislation and codes of practice. <p>Health, safety and wellbeing:</p> <ul style="list-style-type: none"> • Coordinate activities and provide guidance to enable the Member to comply with their obligations related to health, safety and wellbeing in accordance with relevant legislation and codes of practice. <p>Safeguarding:</p>

- Coordinate activities and provide guidance to enable the Member comply with their obligations related to safeguarding of children and vulnerable adults in accordance with relevant legislation and codes of practice.

Other

- Perform other duties as required to support the Member that are commensurate with this band.