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| **Job and person specification** | |
| **Job Title:**  **Reference:** | **Communications Officer**  **MBS-053-24** |
| **Member of the Senedd:** | **Plaid Cymru Senedd Group** |
| **Pay band:** | **2** |
| **Salary range:** | **£26,153 – £38,039**  *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:**  **Accountable to:** | **37 hours, full time**  **Head of Communications** |
| **Appointment type:** | **Fixed term contract - 12 months** |
| **Location:** | **Tŷ Hywel, Cardiff Bay**  **A combination of working from home and working from the office.** |
| **Purpose of job** | |
| To undertake work related to the press, the media and social media for the Senedd Group as required, ensuring that standards of confidentiality are maintained. | |
| **Main duties** | |
| 1. Establish and develop strong relations with the press and with broadcast and online media, in order to promote the work of the Plaid Cymru Senedd Group, led by the Head of Communications  2. Research, prepare and write press and media releases  3. Produce creative and dynamic content for social media channels  4. Ensure the smooth running of press office systems and support an effective system of monitoring the media, including print, broadcast and online media  5. Identify any upcoming events that may offer opportunities for media coverage  6. Represent the Members in a professional and effective manner when dealing with the media, electors and other external bodies  7. Arrange interviews for Members and support them in dealing effectively with requests for such  8. Work proactively, anticipating the press requirements of the Members and the Group  9. Seek out all possible opportunities to promote the Senedd Group’s objectives, and improve its public image | |
| **Person specification (please refer to the 'essential' criterion below when completing the '*Information to support your application'* section of the application form).** | |
| **Essential knowledge and experience**   * Experience of dealing with the media / social media, including drafting press releases and communication plans, and an understanding of such * Experience of organising media campaigns * An understanding of and commitment to combating discrimination and promoting equality of opportunity, and to the Nolan Principles for Public Life   **Essential qualifications**   * A degree or equivalent qualification in a relevant subject; or * A formal qualification, for example NVQ level 4 or equivalent, in media or communications   **Essential skills and behaviours**   * Effective interpersonal skills and the ability to build relationships across professional boundaries with members of the press and media * Excellent communication skills in Welsh and English, with the ability to write and speak clearly and concisely and produce briefing papers/press releases/social media content using a variety of IT packages and Microsoft Word, Outlook and Excel programs * Graphic design skills and basic video production and editing skills * Effective organisation, planning and presentation skills, with the ability to work flexibly and balance a variety of tasks within tight deadlines * The ability to demonstrate sensitivity and respect confidentiality, and an understanding of the need to reflect the party's views in a manner that reflects equal opportunity and is not inflammatory, insensitive, libelous, slanderous or defamatory * An understanding of current affairs and issues of relevance to Wales, and an interest in the Welsh political system * Proficiency in using and developing websites, social network pages and other multi-platform media including Facebook, Twitter, Instagram and TikTok (and others)   *Desirable*   * Sympathetic to the aims and values of the party | |
| **Additional information** | |
| Please note that appointment will be subject to references and a security check.  *\*Should the Member of the Senedd resign, or fail to be returned following an election, this position will become redundant. In terms of positions within the Party Group, should there be a change in the party leader, or in the number of Group Members, this post may become redundant.* | |
| I am an equal opportunities employer and welcome applications from every suitable person, including people from the following protected characteristics (race, sex, disability, religion/belief, sexual orientation, gender identity, marriage/civil partnership, pregnancy/maternity or age). | |