**Job and person specification**

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| **Job title:** | **Community Liaison Officer** |
| **Reference:** | *MBS-010-25* |
| **Office:** | **Llyr Gruffydd MS** |
| **Pay band:** | **3** |
| **Salary range:** **(pro-rata)** | **£25,167 - £33,706**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:** | **1 day a week (7.4 hours)** |
| **Appointment type\*:** | **Specified period from 1 June 2025 to 27 March 2026** |
| **Location:** | **Member's Office in Ruthin** |

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| **Additional information** |
| \*Appointment type: 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. |
| Please note that this role may be subject to evaluation. The role, its responsibilities and associated salary may be reviewed to ensure consistency with the Member's aims and objectives. Applicants should be prepared for possible changes based on the Member's business needs. |
| I am an equal opportunities employer, and welcome applications from all suitable people, including people from groups with the following protected characteristics: Race, gender, disability, religion/belief, sexual orientation, sexual identity, marriage/civil partnership, pregnancy/maternity or age. |
| Please note that the appointment will be subject to references and a security check. |

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| **Purpose of job** |
| Assist in engaging with individuals, groups and communities across the region by coordinating the Member's work when supporting campaigns and issues that arise in the community. |

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| **Main duties** |
| 1. To assist with the Member's work when engaging in campaigns and issues arising from communities across the region.
2. Respond to queries and issues raised by constituents, groups and communities, investigate them and work to ensure that they are resolved.
3. Ensure that the Member of the Senedd is regularly invited to meet and chat with members of local groups and societies.
4. Gather information and produce briefings for meetings, and draft letters and any documents required by the Member of the Senedd.
5. Attend meetings and/or events with the Member of the Senedd
6. Ensure that all cases are recorded; monitor progress and ensure that all the actions identified are realised.
7. Ensure that records are kept and information is managed confidentially, in accordance with the Data Protection Act.
8. General duties as required.
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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** * Knowledge and understanding of relevant local area issues.
* Some experience of using IT packages. For example, Microsoft packages such as Word, Outlook and Excel.
* An understanding of and commitment to the need to tackle discrimination and promoting equality of opportunity and to the Nolan principles of public life.

**Essential qualifications** * NVQ level 3 or 4 or equivalent in a relevant subject; or
* Demonstrable numeracy and literacy skills e.g. GCSE Welsh/English and Maths (or equivalent) at grade C or above.

**Essential skills and behaviours*** Effective organisational and planning skills;
* Ability to use initiative and work to tight deadlines, with the ability to work flexibly and juggle a range of tasks;
* Effective interpersonal skills and ability to deal with a variety of people.
* Good communication skills
* Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are maintained

**Desirable criteria*** An understanding of current affairs and issues of relevance to Wales and the local area, and an interest in the Welsh political system
* Ability to work in both Welsh and English
* Sympathetic to the aims and values of the Party
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