**Job and person specification**

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| **Job title:** | **Development Officer** |
| **Reference:** | *MBS-034-25* |
| **Office of:** | **Dr Altaf Hussain MS** |
| **Pay band:** | **1** |
| **Salary range:**  **(pro-rata)** | **£32,351 - £45,380**  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:** | **14.8 hours per week** |
| **Appointment type\*:** | **Fixed Term to April 2026 *(with the possibility to make permanent)*** |
| **Location:** | **Regional Offices / Hybrid** |

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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 liaise with constituents and organisations that exist within, or which have interests within, the region.  To organise meetings and visits within the Region  To provide the Member with assistance during his work within the Region.  To act as the member’s representative at events/fora/meetings within the region.  To develop a publicity strategy and oversee its delivery. |

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| **Main duties** |
| 1. Establish and develop robust relations with the media and organisations in the Region in order to promote the work of Member of the Senedd. 2. Plan and develop strategy and organisation of publicity campaigns. 3. Liaise with the Members of the Senedd / Office Managers and identify any aspects of their work which may be of interest to the media. 4. Research, prepare and write press releases and statements to the media. 5. Publicise the Member of the Senedd’s duties. 6. Identify forthcoming events which may provide potential media opportunities. 7. Represent Members in professional and effective manner in dealing with media, constituents and outside bodies. 8. Organise interviews for the Member of the Senedd and support them in dealing effectively with such requests. 9. Organise press conferences on behalf of the Member of the Senedd. 10. Produce regular reports, print and online informing the public and party members of the work undertaken by the Member of the Senedd. 11. Work proactively anticipating the Member’s publicity requirements. 12. Look for all opportunities to promote the aims of the Member of the Senedd and enhance their public image |

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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**   * Substantial experience of working effectively within the written press, broadcast or online industry, or public relations sector ideally within a political or similar environment; * Experience of developing and implementing communications strategy and organising publicity campaigns * Knowledge and understanding of media handling techniques including formulating press releases; * 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 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 – with the ability to write and speak clearly & concisely and produce briefings/press notices using a variety of IT packages including Microsoft Word, Outlook and Excel; * Effective organisation, planning and presentational skills with the ability to work flexibly and juggle a range of tasks; * Work proactively with minimum supervision * Ability to use initiative, generate ideas and communicate news items effectively; * Ability to demonstrate sensitivity, confidentiality and an understanding of the need to reflect the views of the Party in a manner which reflects equal opportunity and is not inflammatory, insensitive, libellous, slanderous or defamatory; * A good understanding of current affairs and issues of relevance to Wales.   **Desirable criteria**   * An understanding of current affairs and issues of relevance to Wales and the local area, an interest in the Welsh political system * The ability to work in both Welsh and English * Sympathetic to the aims and values of the Party * A holder of a full UK Driving Licence with access to a vehicle |