

Support Staff Job Description

Job family:	Communications
Pay band:	Band 3
Salary range: (pro-rata)	£26,345 - £33,873 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:	Social Media Assistant
Reference:	<i>MBS-105-26</i>
Office of:	Lisbeth McLean MS
Working hours:	15 hours per week Some evening and weekend work will be required.
Appointment type:	Permanent As a Member of the Senedd, I hold office as an elected representative; when I cease to be a Member of the Senedd, this position will be made redundant.
Location:	Merthyr Tydfil Office There may be a requirement for the role holder to travel for work occasionally.

Additional information:
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.

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 3 Communications Officer** working for a Member of the Senedd would typically be responsible for assisting with the Member's communication efforts, both internally and externally. Assisting the Member to disseminate key messages and information.

Person specification

Skills and behaviours					
- Expected to be proficient with the normal tools and equipment for the job, for example, standard software packages and have familiarity with online media. - Good oral and written communication skills. - 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.					
Knowledge and experience					
Knowledge of law and good practice related to data protection and information security.					
Desirable criteria					
- Sympathetic to the aims and values of the Party. - Full current UK Driving licence and access to a vehicle insured for work purposes.					
Qualifications					
The ability to demonstrate knowledge or experience of a range of work procedures based on relevant work experience and/or vocational qualification e.g. NVQ level 3 or 4 or equivalent in a relevant subject.					
Language skills					
- Welsh language skills are essential for this post, and have been assessed as follows: - Listening: Proficiency - Speaking: Proficiency - Reading: Proficiency - Writing: Proficiency - These skills will be assessed as part of the selection process.					

Additional information on language skill levels					
	Corresponds	Listening	Speaking	Reading	Writing

	broadly to				
Proficiency	Language qualification: A-level or degree in Welsh A-level or degree through the medium of Welsh Translation qualification	Understand all conversations and instructions with complete confidence.	Able to speak at length and with complete confidence, even about unfamiliar matters.	Understand all types of texts with complete confidence.	Able to write all kinds of text with complete confidence.

Main duties

Media and press work
• Monitor local and national media for relevant news.
Digital and social media
• Manage the Member's social media accounts (Twitter/X, Facebook, Instagram, LinkedIn) as directed by the Member or more senior staff member. • Create and schedule posts, graphics, and videos in line with agreed protocols. • Monitor engagement and respond to messages/comments.
Constituency engagement and public relations
• Write newsletters, website updates, and blog posts. • Help to organise and promote events, surgeries, and public meetings. • Keep records of media coverage and public engagement. • Ensure compliance with Senedd rules on communications.
Workplace obligations
Data protection / information security: • Support and advise the Member to comply with their obligations related to data protection and information security in accordance with relevant legislation and codes of practice. Health, safety and wellbeing: • Support and advise the Member to comply with their obligations related to health, safety and wellbeing in accordance with relevant legislation and codes of practice. Safeguarding: • Support and advise the Member to 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.