

## Job & Person Specification

<b>Job Title:</b>	<b>Communications and Admin Officer</b>
<b>Reference:</b>	<b>MBS-034-24</b>
<b>Member of the Senedd:</b>	<b>Jenny Rathbone MS</b>
<b>Pay Band:</b>	<b>3</b>
<b>Salary Range: (pro rata)</b>	<b>£23,742 - £31,798</b> <i>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.</i>
<b>Working Hours:</b>	<b>29.6 (4 days per week)</b>
<b>Appointment Type:</b>	<b>Permanent</b>
<b>Location:</b>	<b>Constituency Office</b>
<b>Purpose of Job</b>	
To provide the Member with communications, community liaison and administrative support; high standards of confidentiality are required.	
<b>Main Duties</b>	
<ol style="list-style-type: none"> <li>1. Maintain the Member's presence on social media platforms such as Twitter and Facebook</li> <li>2. Maintain an appointments diary for the Member, prepare draft replies to routine correspondence, and extract and compile papers for meetings.</li> <li>3. Respond to enquiries from constituents, other politicians, the media, lobbyists and pressure groups.</li> <li>4. Draft leaflets, direct mail letters, and promotional videos.</li> <li>5. Liaise with community organisations so the Member can support and collaborate with them as required.</li> <li>6. Establish contacts within the press, broadcast and online media in order to promote the work of the Senedd Member.</li> <li>7. Efficient administrative support to facilitate the operation of the office, including processing bills, ordering stationary, and sorting incoming post.</li> </ol>	

8. Arrange constituency surgeries and assembly events with relevant stakeholders.
9. Carry out other duties as requested by the Senedd Member

**Person Specification (please refer to the 'essential' criterion below when completing the 'Information in support of your application' section of the application form.**

**Essential Knowledge and Experience**

- Understanding of and commitment to the Nolan Principles of Public Life
- Knowledge and understanding of communications across a range of platforms including desk top publishing.
- Suitable experience of administrative work and sound knowledge of office systems

**Essential Qualifications**

- NVQ Qualification level 3 or 4 or equivalent in a relevant subject; or
- Demonstrable numeracy and literacy skills e.g. English and Maths GCSE (or equivalent) at least Grade C or above

**Essential Skills and Behaviours**

- Excellent written and oral communication skills including designing material for Social Media and leaflets
- Familiarity with design software eg. Photoshop
- Effective organization and planning skills including working flexibly on own initiative to tight deadlines
- Demonstrate judgement required to prioritize tasks.
- Ability to demonstrate sensitivity in dealing with a range of people and ensure that the highest standards of confidentiality are upheld
- Effective IT Skills using Microsoft packages such as Word, Outlook and Excel.

*Desirable*

- Knowledge of the Cardiff Central constituency and experience of local issues.
- An understanding of current affairs and issues of relevance to Wales.
- The ability to work in both Welsh and English

**Additional Information**

Please note appointment will be subject to references and a security check.

*\* Should the Member of the Senedd 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*

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).