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| **Job & Person Specification** |
| **Job Title:****Reference:**  | **Outreach Officer****MBS-066-24** |
| **Member of the Senedd:** | **Vikki Howells MS** |
| **Pay Band:** | **3** |
| **Salary Range: (pro rata)** | **£25,167- £33,706 pro-rata***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:** | **18.5hrs** |
| **Appointment Type:** | **Fixed term until May 2026** |
| **Location:**  | **Mainly Constituency Office. Occasional Senedd working if required** |
| **Purpose of Job** |
| To provide the Member of the Senedd with administrative and constituency support ensuring that standards of confidentiality are maintained. |
| **Main Duties** |
| 1. Develop rolling programme of events and visits throughout the constituency for the Member of the Senedd.
2. Develop links with key local stakeholders to deliver and promote events and visits programme.
3. Support Member of the Senedd during visits and events.
4. Ensure accurate notes of meetings are kept, with actions followed up or sent on to the relevant team member as appropriate.
5. Extract and compile papers and briefing notes for meetings, and draft any content as required by the Member of the Senedd.
6. Answer telephone calls and correspondence and ensure these are recorded and responded to as appropriate.
7. Ensure casework is logged, progress monitored and identified actions are taken within agreed timescales.
8. Ensure records are kept and information managed confidentially in line with the Data Protection Act.
9. Assist in the preparation and organisation of specific campaigns.
10. General administrative duties as may be required.
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| **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*** Some experience of administrative work and knowledge of office systems
* Knowledge and understanding of issues relevant to the local area
* Some experience of using IT packages eg Microsoft packages such as Word, Outlook and Excel.
* Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life

**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 Grade C or above

**Essential Skills and Behaviours** * Effective organisation and planning skills
* Ability to work on own initiative to tight deadlines, with the ability to work flexibly and juggle a range of tasks
* Effective interpersonal skills and the ability to deal with a range of people
* Excellent communication skills
* Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld.

*Desirable** An understanding of current affairs and issues of relevance to Wales, 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
* Ability to drive and access to own vehicle.
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| **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* **Disclaimer:** 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). |