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| **Job & Person Specification** |
| **Job Title:****Reference:** | **Communications and Constituency Liaison officer****MBS-010-21** |
| **Member of the Senedd:** | **Lee Waters MS** |
| **Pay Band:** | **2** |
| **Salary Range: (pro rata)** | **£22,757 - £33,356***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:** | **37 - full time** |
| **Appointment Type:** | **Permanent** |
| **Location:**  | **Flexible working offered with at least one day per week in the constituency office** |
| **Purpose of Job** |
| To lead on promoting the work of the Senedd Member for the Llanelli constituency in the community through direct outreach and through the media.  |
| **Main Duties** |
| 1. To monitor and engage with issues of concern across the constituency
2. To work with the Senedd member on campaigns and to undertake these campaign actions – letters, meetings, petitions, pop-ups - including engaging with the media about events and to write pre and post-event press releases.
3. To identify opportunities for visits to community groups or organisations events; and to work with communities and community organisations.
4. To attend community meetings as a representative of the Member and to relay relevant meeting information to the Member or office manager
5. To set up meetings, manage invitations, keep a database of attendees, prepare agenda and briefings, circulate action points to attendees and manage follow-up.
6. To undertake routine casework, casework that is generated from community visits, events, groups or meetings, and casework as part of campaigning activities in liaison with the Senior Caseworker.
7. To monitor social media and draft content to promote the work of the Member
8. To write press releases and columns for local newspapers about the work of the Member
9. To assist with all communications for surgeries, community surgeries and public events including the production of letters, managing printing and delivery of this material.
10. To write content for leaflets, flyers, videos and newspapers etc that promote the work of the Member.
11. To evaluate the success of initiatives held within the constituency.
12. To answer telephones and take messages and to provide other administrative support as 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** * Knowledge and understanding of the political and media environment in Wales
* Understanding of how local decisions are made and influenced
* Understanding of the need to reflect the views of the MS in a manner which reflects equal opportunity and is not inflammatory, insensitive, libelous, slanderous or defamatory
* Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life

**Essential Qualifications** * Relevant work experience or qualifications
* Degree or equivalent in a relevant subject or;
* Formal Qualification eg NVQ level 3 or 4 or equivalent in media or communications.

**Essential Skills and Behaviours** * Effective interpersonal skills and the ability to build relationships with members of the community and the media
* Ability to understand and effectively communicate the work and policies of the Member of the Senedd
* Excellent written skills and the ability to generate ideas for engaging written and online content which reflect the work of the MS
* Effective organisation, planning and presentational skills
* Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld
* Evidence of working as part of a team

*Desirable** The ability to work in both Welsh and English
* Sympathetic to the aims and values of the Party
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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*  |
| **Application Process** |
| **Closing Date:** | 21st June 2021 |
| **Interviews:** | 2nd July 2021 |
| **Contact:** | Amanda.Murphy@senedd.wales  |
| 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). |