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| **Job & Person Specification** |
| **Job Title:****Reference:** | **Communications Officer** **MBS-045-21** |
| **Member of the Senedd:** | **Jane Dodds 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:** | **25 hours per week** |
| **Appointment Type:** | **Fixed term until 31 May 2022** |
| **Location:**  | **Welsh Parliament, Cardiff Bay** |
| **Purpose of Job** |
| To help build and maintain the profile of the Member of the Senedd, including helping to produce positive coverage in national and local print, broadcast, and online media.  |
| **Main Duties** |
| 1. Establish a broad range of contacts within the press, broadcast and online media in order to promote the work of the Member of the Senedd.2. Research, prepare and write press releases statements to the media3. Develop and ‘sell-in’ proactive stories in order to promote the work of the Member of the Senedd.4. Identify and monitor forthcoming events which may provide potential media opportunities.5. Organise interviews and press conferences on behalf of the Member of the Senedd and accompany them on request.6. Maintain and grow a social media presence for the Member of the Senedd and develop an e-communications strategy7. Provide other such duties as requested by the Member of the Senedd |
| **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*** Experience of working effectively within the written press, broadcast or online industry, or public relations sector
* Knowledge and understanding of media handling, including designing a communications plan
* 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*** Degree or equivalent in a relevant subject or;
* Formal Qualification e.g. NVQ level 3 or 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
* Ability to generate ideas for news items which reflect the work of the MS
* Excellent written and ability to produce briefings and press notices
* Ability to understand and effectively communicate the work and policies of the Member of the Senedd
* 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 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
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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:** | 12:00 (midday), 23 August 2021  |
| **Interviews:** | Week commencing 30 August 2021 |
| **Contact:** | Branwen.Griffiths@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). |