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| **Job & Person Specification** | | |
| **Job Title:**  **Reference:** | **Communications Officer**  **MBS-123-21** | |
| **Member of the Senedd:** | **Rhys Ab Owen** | |
| **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** | |
| **Appointment Type:** | **Temporary – Until 31st March 2022** | |
| **Location:** | **Ty Hywel and Regional Office** | |
| **Purpose of Job** | | |
| To undertake research/press and media related work as required for the Member of the Senedd ensuring that standards of confidentiality are maintained. | | |
| **Main Duties** | | |
| 1. Develop an online platform to effectively communicate and promote the work of the Member of the Senedd  2. Research, prepare and write press releases, statements to the media  3. Liaise with the Member of the Senedd / Office Manager and identify any aspects of their work which may be of interest to the media  4. Identify forthcoming events which may provide potential media opportunities  5. Ensure the smooth running of the press office systems and establish an effective media monitoring system, covering print, broadcast and online media  6. Establish a social media presence and publicise events, surgeries etc. and follow up on social media queries and comments  7. Develop e-communications with constituents and groups campaigning on local issues across the region  8. Produce regular reports, print and online informing the public and party members of the work undertaken by the Member of the Senedd  9. Ensure information on media coverage is available at all times  10. 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**   * Basic web design experience and use of HTML * Experience of working effectively within the written press, broadcast or online industry, or public relations sector * Knowledge and understanding of media handling techniques 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 eg NVQ level 3 or 4 or equivalent in media or communications.   **Essential Skills and Behaviours**   * 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 * Effective organisation, planning and presentational skills * Effective IT Skills particularly in website design and using online design tools such as Canva.   *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 | | |
| **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:** | | 24 January 2022 |
| **Interviews:** | | To be confirmed |
| **Contact:** | | Mike.Deem@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). | | |