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| **Job & Person Specification** |
| **Job Title:****Reference:** | **Development Officer**MBS-080-21  |
| **Member of the Senedd:** | **Welsh Conservative Party Group** |
| **Pay Band:**  | **1** |
| **Salary Range: (pro rata)** | **£26,650 - £37,612***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:** | **18.5 hours a week** |
| **Appointment Type:** | **Permanent** |
| **Location:**  | **Cardiff Bay/Abergele/Home** |
| **Purpose of Job** |
| To work with Members of the Senedd, and their support staff, in the Welsh Conservative Group in the Senedd by advising on how to develop and arrange media and community campaigns, helping to promote and educate constituents on the role of Members of the Senedd and the Senedd. |
| **Main Duties** |
| 1. Support Welsh Conservative Members of the Senedd to promote local issues and concerns in the Senedd.
2. Establish and develop robust press, broadcast and online media processes to promote the work of the Members of the Senedd in the Welsh Conservative Group.
3. Plan and develop strategy and organisation of media and community campaigns
4. Liaise with the Members of the Senedd / Office Managers and identify any aspects of their work which may be of interest to the media and their communities
5. Publicise the duties of Members of the Senedd on Social Media
6. Identify forthcoming events which may provide potential opportunities for the Members of the Welsh Conservative Group
7. Represent Members of the Senedd in a professional and effective manner in dealing with media, constituents and outside bodies.
8. Organise interviews for the Member of the Senedd and support them in dealing effectively with such requests.
9. Organise training to develop the Welsh Conservative Members of the Senedd and their offices.
10. Produce regular reports, print and online informing the public of the work undertaken by the Members of the Senedd in the Welsh Conservative Group
11. Work proactively anticipating Members and Group requirements.
12. Look for all opportunities to promote the aims of the Welsh Conservative Members of the Senedd and enhance their public image
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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*** Experience of working for a Member of Parliament, Member of the Senedd or a Political Party with a focus on communications and/or engagement
* Experience of developing and implementing communications strategy and organising campaigns
* Knowledge and understanding of media handling techniques including formulating press releases;
* Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life

**Essential Qualifications*** A degree or equivalent in a relevant subject
* Formal Qualification eg NVQ level 4 or equivalent in media or communications

**Essential Skills and Behaviours*** Evidence of co-ordinating work of team to ensure that work is produced to tight deadlines;
* Effective interpersonal skills and the ability to build relationships across professional boundaries with members of the press and the community;
* Effective organisation, planning and presentational skills with the ability to work flexibly and juggle a range of tasks;
* Ability to use initiative, generate ideas and communicate news items effectively;
* Ability to demonstrate sensitivity, confidentiality and an understanding of the need to reflect the views of the Party in a manner which reflects equal opportunity and is not inflammatory, insensitive, libellous, slanderous or defamatory;
* A good understanding of current affairs and issues of relevance to Wales.

*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.Please be aware that this role is part-time. You may be interested in a similar role outside of the Senedd. You can find more information and applying online here: <https://isw.changeworknow.co.uk/cchq/vms/e/careers/positions/dDRemRtBPfYiT4BsPH9tiL>*\* 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:** | 25 November 2021 |
| **Interviews:** | To be confirmed |
| **Contact:** | Paul.smith@senedd.wales 07970 929 608 |
| 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). |