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| **Job & Person Specification** | |
| **Job Title:**  **Reference:** | **Communications Assistant**  **MBS-012-24** |
| **Member of the Senedd:** | **John Griffiths** |
| **Pay Band:** | **3** |
| **Salary Range: (pro rata)** | **£23,742 - £31,798**  *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:** | **29.6 hours (4 days)** |
| **Appointment Type:** | **Permanent\*** |
| **Location:** | **Senedd (and some remote working)** |
| **Purpose of Job** | |
| To undertake press and media related work (both relating to Senedd and Constituency activities) as required for the Member of the Senedd and ensuring that standards of confidentiality are maintained. | |
| **Main Duties** | |
| 1. Research, prepare and write press releases, statements to the media. 2. Liaise with the Member of the Senedd/Office Manager and identify any aspects of their work which may be of interest to the media. 3. Identify and support in organising forthcoming events/campaigns which may provide potential media opportunities. 4. Establish a social media presence and publicise events, surgeries etc. and follow up on social media queries and comments 5. Develop e-communications with constituents and groups campaigning on local issues across the region. 6. Produce regular reports, print and online informing the public and party members of the work undertaken by the Member of the Senedd. 7. Provide other such duties as requested by the Member of the Senedd | |
| **Person Specification** | |
| **Essential Knowledge and Experience**   * Experience in a research or information environment * Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the ability to operate in a sensitive environment * 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 or; * NVQ Qualification level 3 or 4 or equivalent in a relevant subject   **Essential Skills and Behaviours**   * Sound judgement and a good understanding of what it means to work in a political environment * Evidence of good analytical skills, including the ability to summarise accurately a wide range of views and be able to quickly identify key issues from a range of sources of information * Proficiency in ICT, particularly in Excel, Word and ideally, Access, in order to locate, analyse and present numerical information effectively * Effectively communicate skills with a range of stakeholders * Ability to organise and prioritise workload to tight deadlines   *Desirable*   * An understanding of current affairs and issues of relevance to Wales and the local area, an interest in the Welsh political system * 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* | |
| 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). | |