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| **Job & Person Specification** |
| **Job Title:****Reference:** | **Engagement and Communications Assistant*****MBS-043-21*** |
| **Member of the Senedd:** | **Dawn Bowden MS** |
| **Pay Band:** | **3** |
| **Salary Range: (pro rata)** | **£20,607-£27,790***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:** | **16** |
| **Appointment Type:** | **Temporary for 6 months** |
| **Location:**  | **Flexible (work from home considered)** |
| **Purpose of Job** |
| To assist with the delivery of a communications and engagement strategy as required for the Member of the Senedd ensuring that standards of confidentiality are maintained. |
| **Main Duties** |
| 1. Assist in the development of a broad range of contacts within the community and media in order to promote the work of the Member of the Senedd2. Prepare press releases and develop social media content3. Liaise with Office Manager and Senior Advisor to identify any aspects of work which may be of interest to the media and the community.4. Identify forthcoming events which may provide potential engagement opportunities.5. Develop the Members social media presence and publicise events, surgeries etc. and follow up on social media queries and comments6. Deal with routine correspondence and a range of stakeholders.7. Develop e-communications with constituents and groups campaigning on local issues across the constituency.8. Draft regular reports, print and online informing the public and party members of the work undertaken by the Member of the Senedd9. Ensure information on media coverage is available at all times10. 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 a communications and engagement role, or public relations sector
* Knowledge and understanding of multimedia platforms including developing and maintaining 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*** Evidence of working as part of a team
* Effective interpersonal skills and the ability to build relationships across professional boundaries with the community
* Ability to generate ideas for news items which reflect the work of the MS
* Excellent written and ability to produce briefings and press notices
* Effective organisation, planning and presentational skills
* Ability to work on own initiative to tight deadlines, with the ability to work flexibly and juggle a range of tasks
* Effective IT Skills particularly using Microsoft packages such as Word, Outlook and Excel.
* 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), 06 August 2021 |
| **Interviews:** | To be confirmed |
| **Contact:** | Matthew.Dorrance@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). |