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| **Job & Person Specification** |
| **Job Title:****Reference:** | **Senior Communications Officer****MBS-085-22** |
| **Member of the Senedd:** | **Welsh Conservative Group** |
| **Pay Band:**  | **1** |
| **Salary Range: (pro rata)** | **£27,450 - £38,740***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 hours per week** |
| **Appointment Type:** | **Permanent** |
| **Location:**  | **Ty Hywel, Welsh Parliament, Cardiff** |
| **Purpose of Job** |
| To work as part of the communications, research and constituent engagement team, supporting members of the Welsh Conservative Group to maximise their impact in communication with the public about the way they are undertaking their Senedd duties.  The Welsh Conservative Group in the Senedd is active in all aspect of the Senedd’s work, represents the interests of Wales and its people and holds the Welsh Government to account. Staff working for the group support all Members of the Conservative group in administering the group’s business in the Senedd, and coordinate and support the activity of the group in this fast paced, political environment.  |
| **Main Duties** |
| 1. Manage press office systems and monitor media outlets effectively, covering print, broadcast and online in order to ensure the effective co-ordination within group.
2. Establish and develop robust relations within the press, broadcast and online media in order to promote awareness of the work of Members of the Senedd.
3. 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 assist with planning and developing strategy and organisation of their media campaigns.
4. Research, prepare and write press releases and statements to the media
5. Publicise the Welsh Conservative Group and Members of the Senedd on Social Media
6. Identify forthcoming events which may provide potential media opportunities
7. Represent Members in professional and effective manner in dealing with media and outside bodies.
8. Organise interviews for the Welsh Conservative Members of the Senedd and support them in dealing effectively with such requests.
9. Organise press conferences on behalf of the Welsh Conservative Group
10. Produce regular reports, print and online informing the public of the work undertaken and aims of Members of the Senedd Group and individual Members and look for opportunities to promote this work
11. Provide other such duties as reasonably requested by the Party Leader/Chief of Staff/Director of Strategy and Communications.
12. Work within the regulatory framework that applies to Members of the Senedd for example by undertaking duties in a way that is consistent with the Member Code of Conduct, the Determination, the Rules on Use of Senedd Resources and GDPR responsibilities.
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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*** Substantial experience of working effectively within the written press, broadcast or online industry, or public relations sector ideally within a political or similar environment;
* Experience of developing and implementing communications strategy and organising media campaigns
* Knowledge and understanding of media handling techniques including formulating press releases;
* Experience or understanding of media law;
* 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 4 or equivalent in media or communications

**Essential Skills and Behaviours*** Understanding of the media law
* 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 media;
* Excellent communication skills – with the ability to write and speak clearly & concisely and produce briefings/press notices using a variety of IT packages including Microsoft Word, Outlook and Excel;
* Effective organisation, planning and presentational skills with the ability to work flexibly and juggle a range of tasks;
* Work proactively with minimum supervision
* 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.*\* 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). |