**Job and person specification**

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| **Job title:** | **Parliamentary Work and Communications Officer** |
| **Reference:** | *MBS-003-25* |
| **Office of:** | **Rhun ap Iorwerth** |
| **Pay band:** | **2** |
| **Salary range:**  **(pro-rata)** | **£27,722 - £40,321**  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:** | **Up to 37 hours per week** *(***applications for a part-time position would be considered)** |
| **Appointment type\*:** | **Permanent** |
| **Location:** | Senedd, Welsh Parliament |

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| **Additional information:** |
| \*Appointment type: Should the Member 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. |
| Please note that this position may be subject to evaluation. The role, its responsibilities, and associated pay may be reviewed and adjusted to ensure alignment with the Member's goals and objectives. Candidates should be prepared for potential changes based on business needs of the Member. |
| 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). |
| Please note that appointment will be subject to references and a security check. |

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| **Purpose of the job** |
| To carry out press and media related work at the request of the Member of the Senedd, ensuring that standards of confidentiality are upheld. |

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| **Main duties** |
| 1. Support the Member in all aspects of parliamentary work - prepare speeches, conduct research, submit written questions, write briefs, draft letters to the Government, engage with stakeholders, prepare for committees etc. 2. Monitor the Senedd's agenda and look for opportunities for political interventions 3. Responsibility for the office arrangements of the Senedd, and accountable to the Manager of the Constituency Office in relation to staffing and constituency work. 4. Support the constituency office team with casework as required 5. Research, prepare and write press and media releases 6. Identify upcoming events which could provide potential media opportunities 7. Establish a social media presence and promote events, surgeries, etc, and follow up on social media queries and comments 8. Ensure the smooth running of press office systems and establish an effective system of monitoring the media, including print, broadcast and online media 9. Inform the public and party members about the work undertaken by the Member of the Senedd 10. Carry out any such other duties at the request of the Member of the Senedd 11. Assist the Constituency Office team with day-to-day work, answering the phone and communicating with constituents |

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| **Person specification** |
| Please refer to the essential criteria below when completing the ‘Information in support of your application’ section of the application form.  **Essential knowledge and experience**   * Experience of working effectively in the written press, in the broadcasting industry or online, or in the public relations sector * An understanding of the need to reflect the MS's views in a way that reflects equality of opportunity and is not inflammatory, insensitive, libellous, slanderous or derogatory * An understanding of and commitment to tackling discrimination and promoting equality of opportunity and the Nolan Principles of Public Life. * An understanding of current affairs and topics relevant to Wales and the local area, and an interest in the Welsh political system.   **Essential qualifications**   * A degree or equivalent qualification in a relevant subject   **Essential skills and behaviours**   * Excellent writing skills and the ability to produce briefing notes and press releases * The ability to work through the medium of Welsh and English. * The ability to understand and effectively communicate the work and policies of the Member of the Senedd * The ability to use own initiative and work 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, and social media. * The ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld   **Desirable criteria**   * Effective organisation, planning and presentation skills * Evidence of working as part of a team * An understanding of and respect for the Party’s aims and values |