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| **Job & Person Specification** | |
| **Job Title:**  **Reference:** | **Communications Officer**  *MBS-002-25* |
| **Member of the Senedd:** | **Jane Dodds MS** |
| **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:** | **14.8 hours (2 days a week)** |
| **Appointment Type:** | **Fixed Term until dissolution April 2026, with the possibility of extension or being made permanent.** |
| **Location:** | **Senedd Cymru, Cardiff** |
| **Purpose of Job** | |
| To undertake research/press and media related work as required for the Member of the Senedd ensuring that standards of confidentiality are maintained. | |
| **Main Duties** | |
| 1. Establish a broad range of contacts within the press, broadcast and online media in order to promote the work of the Member of the Senedd  2. Research, prepare and write press releases, statements to the media  3. Liaise with the Member of the Senedd / Office Manager and identify any aspects of their work which may be of interest to the media  4. Identify forthcoming events 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. Ensure the smooth running of the press office systems and establish an effective media monitoring system, covering print, broadcast and online media  6. Organise interviews and press conferences on behalf of the Member of the Senedd and accompany them on request.  7. Develop e-communications with constituents and groups campaigning on local issues across the region  8. Produce regular reports, print and online informing the public and party members of the work undertaken by the Member of the Senedd  9. Ensure information on media coverage is available at all times  10. Provide other such duties as requested by the Member of the Senedd | |
| **Person Specification** | |
| **Essential Knowledge and Experience**   * Experience of working effectively within the written press, broadcast or online industry, or public relations sector * Knowledge and understanding of media handling techniques including designing 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**   * Understanding of the media law * Evidence of working as part of a team and where appropriate managing staff * Effective interpersonal skills and the ability to build relationships across professional boundaries with members of the press and media * Ability to generate ideas for news items which reflect the work of the MS * Excellent written and ability to produce briefings and press notices * Ability to understand and effectively communicate the work and policies of the Member of the Senedd * 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 | |
| **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). | |