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| **Job & Person Specification** | |
| **Job Title:**  **Reference:** | **Research, Outreach and Communications Assistant**  **MBS-031-22** |
| **Member of the Senedd:** | **Delyth Jewell** |
| **Pay Band:** | **3** |
| **Salary Range: (pro rata)** | **£21,225- £28,624 (pro rata)**  *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:** | **Permanent** |
| **Location:** | **Regional Office / Cardiff Bay / Home** |
| **Purpose of Job** | |
| To assist in providing the Member of the Senedd with research, outreach, communications and administrative support, ensuring that standards of confidentiality are maintained. | |
| **Main Duties** | |
| 1. Draft briefings and information to assist the Member of the Senedd in dealing with constituency casework or helping to inform debates, draft and table Senedd Questions. 2. Liaise with the Member of the Senedd / Senior Research and Communications Officer and identify any areas of their work which may be of interest to local groups or the local area. 3. Establish and monitor a social media presence and publicise events, surgeries etc. and follow up on social media queries and comments, assist with creating video content. 4. Deal with routine correspondence and a range of visitors 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 (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 in a research or information environment * Experience of working directly with influential, high profile people in a busy environment; * Knowledge and understanding of media handling techniques including designing a communications plan * Experience of working with social media and creating high-quality content * 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**   * NVQ Qualification level 3 or 4 or equivalent in a relevant subject or; * Demonstrable numeracy and literacy skills e.g. English and Maths GCSE (or equivalent) at Grade C or above   **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 * Demonstrable analysis skills, including verbal, sufficient to undertake a wide range of research, analysis, fact finding, and administrative support activities * 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 * The ability to work in both Welsh and English | |
| **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). | |