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| **Job & Person Specification** |
| **Job Title:****Reference:** | **Community Liaison Officer**MBS-040-24 |
| **Member of the Senedd:** | **Vaughan Gething** |
| **Pay Band:** | **3** |
| **Salary Range: (pro rata)** | **£24,243- £31,798***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 per week (2 days)** |
| **Appointment Type:** | **Fixed Term ending 31 March 2025** |
| **Location:**  | Tŷ Hywel and Constituency Office |
| **Purpose of Job** |
| To provide the Member of the Senedd with administrative support ensuring that standards of confidentiality are maintained.We hope that this will be an opportunity for the candidate to learn the processes in which decisions and laws are made in the Senedd and offer an insight of the day to day workings of an MS and his office.  |
| **Main Duties** |
| The main duties will include the following (As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.)1. Maintain a filing system, associating previous papers with current correspondence, and extracting documents on request
2. Answer telephone, take messages and deal with enquiries and requests as appropriate
3. Sort incoming post into priority order and prepare draft replies to routine correspondence
4. Investigate issues raised in constituency correspondence and follow up in such cases, ensuring their timely resolution
5. Extract and compile papers and briefing notes for meetings
6. Draft basic letters, briefing notes and any other documents as required by the Member of the Senedd
7. General administrative duties as may be required
8. Compile constituency related data and draft reports
9. Accompany Member to meetings and public events
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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** * Some experience of administrative work and knowledge of office systems e.g. Manual and computerised
* Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life
* Knowledge and understanding of issues relevant to the local area

**Essential Qualifications*** Working towards a formal qualification in a related subject, or;
* Demonstrable numeracy and literacy skills e.g. English and Maths GCSE (or equivalent) at Grade C or above.

**Essential Skills and Behaviours** * Effective organisation and planning skills
* Ability to work on own initiative to tight deadlines, with the ability to work flexibly and juggle a range of tasks
* Effective interpersonal skills and the ability to deal with a range of people
* Excellent communication skills
* Ability to write speeches, press notices and briefings
* 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*  |
| 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). |