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| **Job & Person Specification** |
| **Job Title:****Reference:** | **Community Liaison Officer** **MBS-025-21** |
| **Member of the Senedd:** | **Jane Dodds**  |
| **Pay Band:** | **3** |
| **Salary Range: (pro rata)** | **£20,607 - £27,790** *(5 point scale, appointment will only be above point 1 in exceptional circumstances)* |
| **Working Hours:** | **22.2 hours per week** |
| **Appointment Type:** | **Fixed Term – Until 31 May 2022** |
| **Location:**  | **Llandrindod Wells, Powys** |
| **Purpose of Job** |
| To provide the Member of the Senedd with administrative, constituency and publicity support ensuring that standards of confidentiality are maintained. |
| **Main Duties** |
| 1. Respond to enquiries from constituents, other politicians and the media
2. Ensure all cases are logged; monitor progress and ensure all identified actions are taken
3. Ensure records are kept and information managed confidentially in line with the Data Protection Act
4. Answer telephone, take messages and deal with enquiries and requests as appropriate
5. Sort incoming post into priority order and prepare draft replies to routine correspondence
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7. Ensure regular invitations are received for the Member of the Senedd to meet and speak with members of groups/associations and ensure that visits are recorded on a database
8. Assist in the preparation and organisation of specific campaigns
9. General administrative duties as may be required
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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
* Knowledge and understanding of issues relevant to the local area
* Some experience of using IT packages e.g. Microsoft packages such as Word, Outlook and Excel.
* 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** * 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
* Excellent communication skills
* 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, an interest in the Welsh political system
* 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.* |
| **Application Process** |
| **Closing Date:** | 12:00 (midday) 12 July 2021 |
| **Interviews:** | Interviews week commencing 12 July 2021 |
| **Contact:** | Branwen.Griffiths@Senedd.Wales |
| 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). |