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| **Job & Person Specification** |
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| **Job Title:** | **Community Liaison Officer & Caseworker**  |
| **Assembly Member:** | **David Rees** |
| **Pay Band:** | **2** |
| **Salary Range:** | **£26,153 - £38,039 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:** | **Up to 37 hours per week (negotiable)** |
| **Appointment Type:** | **6 months temporary – possibility of permanency.** |
| **Location:**  | **Constituency Office, Aberavon** |
| **Purpose of Job** |
| To liaise with constituents and organisations that exist within, or which have interests within, the constituency. To act as the member’s representative at events/fora/meetings within the constituency. To undertake casework on behalf of the member. To provide the Member with assistance during his work within the Constituency. |
| **Main Duties** |
| 1. Provide briefings and information to assist the Senedd Member in dealing with constituency casework or helping to inform debates on a range of issues.
2. Undertake casework on behalf of the Senedd Member and produce final responses to constituents.
3. Develop effective relationships and work collaboratively with community organisations, local authority, representative bodies, local councillors, other politicians, interest groups and media.
4. Develop effective relationships and work collaboratively with colleagues from different services across Senedd Cymru.
5. Represent the member in a professional and effective manner in dealings with constituents and other outside bodies.
6. Identify community organisations and groups for the Member to visit and develop relationships with. Develop strategies for raising local community based campaigns.
7. Generally promote the work of the member and keep constituents and interested parties informed, including distribution of material.
8. Support office activities to ensure that telephone and electronic enquiries and visitors are dealt with appropriately in a professional, customer focused manner.
9. Manage the Members’ diary within the constituency and ensure that all engagements are organised professionally
10. Lead on project work as required.
11. Maintain relevant databases/spreadsheets
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| **Person Specification** |
| **Essential Knowledge and Experience** * Experience of resolving complex issues with tact and diplomacy
* Experience of a comparable role dealing with correspondence, diaries and events
* Commitment to the Nolan Principles of Public Life
* Comprehensive understanding of the constituency and its local organisations/bodies
* Experience of dealing with community-based organisations.

**Essential Qualifications**Demonstrable numeracy and literacy skills e.g. English & Mathematics GCSE (or equivalent) at Grade C or above.**Essential Skills and Behaviours** * Good oral and written skills
* Excellent organisational and planning skills
* Ability to communicate clearly and effectively with elected members at all levels, from Cabinet Ministers to local councillors as well as with local government officers, civil servants, Senedd Commission staff, chief executives, etc
* Ability to manage a demanding workload with conflicting priorities
* Ability to use a range of office software, including word processing and the internet
* Ability to demonstrate commitment to and understanding of the role of Senedd Cymru
* Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld
* An understanding of the need to reflect the views of the Senedd Member in a manner which reflects equal opportunity and is not inflammatory, insensitive, libelous, slanderous or defamatory

*Desirable** Experience of working effectively within a political environment (Senedd Cymru or another parliamentary institution) and with officials or their equivalents.
* Experience of working within Local Authority and Government protocols and have knowledge of grant funding streams.
* The ability to operate in both English & Welsh
* Sympathetic to the aims and values of the Labour Party
* A full driving license.
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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). |