

Communications Officer for Tommy Sheppard MP

Summary

Tommy Sheppard MP is recruiting a Communications Officer for his team in Edinburgh East. The postholder will promote the work of a busy constituency office through social and mainstream media, public events, and written communications with constituents. They will also liaise with relevant parliamentary and campaign bodies.

Start date: April 4th or as soon as possible thereafter.

Working arrangements: The normal place of work will be the constituency office in Portobello, Edinburgh (94 Portobello High Street, Edinburgh EH15 1AN). The office is currently organised in a hybrid arrangement, with each member of staff working part of the week from home. We anticipate continuing with hybrid working but with each employee spending the majority of their time in the office once regulations allow.

Security: The successful candidate will be required to comply with the Baseline Personnel Security Standard, undertaken by the Members' Staff Verification Office.

How to Apply: Send a CV with a one-page covering statement that highlights how you meet the person specification to tommy.sheppard.mp@parliament.uk by 5pm on Thursday March 3rd. This statement may include links to items you have produced that are online and that you consider a good representation of your skills – e.g. articles, social media accounts. Please include "Communications Officer" in the subject line.

Interviews: Date TBC. The interview will include a written exercise.

More information: Contact Marco Biagi, Chief-of-Staff, if you have any questions: marco.biagi@parliament.uk.

Person specification

Essential

- Strong general written communication skills.
- Familiarity with social media and skills at communicating on the major social media platforms.
- Awareness and understanding of Scottish and UK politics, with the ability to exercise political judgement.
- Research skills with online sources.
- Instinctive grasp of IT and ability to quickly master new software systems.
- Good skills at teamworking and collaborating with colleagues.
- Ability to manage and prioritise own workload and use own initiative.

Desirable

- Ability and experience with visual communication, including the creation of online graphics.
- Ability and experience with video editing.
- Familiarity with the Edinburgh East constituency.

Job Description

(Regulated by the Independent Parliamentary Standards Authority)

Title: Communications Officer

IPSA Job Family: Executive

IPSA Payscale: £21,529 to £32,022. We expect to appoint in £25-28k range, subject to experience.

Key Responsibilities

- Establish, monitor and update a social media and online presence in the constituency. Produce online graphics and video content, as well as publicising surgeries and news alerts etc.
- Manage and monitor social media enquiries, dealing with cases that do not need to be transferred to a higher level. Ensure all enquiries are dealt with in a timely manner.
- Monitor media coverage, liaise with media, prepare press releases as required (on constituency, non-party-political matters).
- Deal with large numbers of standard queries, as well as assisting on more complex cases from members of the public by phone, email, social media or face to face. Ongoing communication may be required.
- Gather relevant information to assist with resolving cases. Draft responses to constituents.
- Log all cases; monitor progress and ensure all identified actions are taken.
- Ensure records are kept and information managed confidentially in line with the data protection legislation.
- Critically analyse patterns of enquiries and articulate the findings in reports and communication with the MP and other staff members.