

GREEN MSPs

Media and Communication Officer Job Description

Accountable to: Head of Press in the Green Group

Location: Scottish Parliament, Edinburgh

Purpose

To provide support to the office of the Green MSPs for their media work, campaigning activities and Parliamentary duties.

DUTIES MAY INCLUDE

- Monitoring Press Association wires for current and relevant media stories
- Answering media calls and drafting press releases, organising broadcast interviews, drafting briefing notes, letters and articles
- Out-of-hours media cover (on a rotational basis with other staff)
- Producing content for social media and MSP websites, newsletters and email updates to constituents
- Identifying new opportunities to communicate the work of the Green MSPs to constituents
- Assisting with the development and delivery of Green MSPs' campaign priorities
- Liaising with national organisations and local community campaigns
- Identifying opportunities for MSPs to give practical assistance to grassroots campaigns
- Accompanying MSPs at media events and/or representing MSPs if requested
- Organising regional events and activities, as required
- Liaising with officers of the Scottish Green Party on national communications priorities
- Working with volunteers and interns as required
- Other reasonable and appropriate duties as required

QUALIFICATIONS AND EXPERIENCE

- Relevant degree or equivalent experience
- Experience of working with or in the media
- Experience of political, parliamentary or public affairs work
- Experience of writing for the media and producing social media content
- Experience of designing for print and web

SKILLS

- An excellent understanding of political and parliamentary process

- Excellent research skills
- Excellent analytical skills and ability to process statistical information
- Ability to provide clear, concise reports and draft speeches
- Excellent communication and interpersonal skills
- Excellent written English and an ability to adapt writing style for different audiences
- An ability to work under pressure, both within a team and on own initiative
- Strong organisational skills
- Excellent IT and social media skills; design and graphic skills desirable

PERSON SPECIFICATION

Self-motivated, with an ability to work on your own

A strong group ethos, and a willingness to share workload across the team when necessary

A strong sense of the opportunities which the Green MSPs have to engage with national and regional issues and local community campaigns

Creative and versatile

Sensitive to the needs and concerns of constituents and campaign groups

All applicants must share the values and aspirations of the Scottish Green Party, and have a commitment to the Scottish Parliament

TERMS

Salary: Starting salary £22,200; maximum £28,700 depending on experience
(plus on-call allowance for agreed periods of cover)

Hours: 37 hours per week, with occasional weekend and evening working