

## ONE VOICE WALES

### JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

<b>Job Title</b>	<b>Governance and Digital Communications Support Officer</b>	Grade	£12.48 per hour – NJC Point 16
Reporting To	Deputy Chief Executive and Resources Manager	Hours	20 hours per week on average
Direct Reports	None	Working Pattern	To be worked on a flexible basis with some evening work required

#### Purpose of the Role

The postholder will be required to provide governance support in relation to a range of Committee and Working Party meetings; to maintain the One Voice Wales website; establish and administer social media communications; assist in the organisation of remote conferences and policy seminars; and to provide general administrative support as required.

#### Key Duties and Responsibilities

##### 1. Governance Support

- a) To assist in the co-ordination of reports for meetings and preparation of agendas.
- b) To attend meetings of the National Executive Committee, Strategic Coordination Committee, Larger Councils Committee, National Training Advisory Group and team meetings.
- c) To assist with the preparation of the agendas and draft minutes in relation to the meetings specified in (b) above.
- d) To assist in dealing with relevant administration work arising from these meetings.

##### 2. Communications

- a) To assist in the creation of marketing campaigns as required by the

organisation involving new innovative ways of communicating key messages to stakeholders including the use of social media.

- b) To assist in the effective organisation of all remote conferences and policy seminars.
- c) To assist in the development of the corporate style of the organisation using graphic design software.
- d) To manage the content of the organisation's website ensuring that it up to date and its appearance is appealing to users.

### 3. Health and Safety and Data Protection

- a) To assist in ensuring that the organisation's statutory obligations for the effective management of health and safety are met and that the health and safety policy and supporting processes and procedures are reviewed at appropriate intervals in liaison with the Deputy Chief Executive and Resources Manager.
- b) To take care of your own health and safety and ensure through training and guidance that employees are aware of their responsibilities in relation to the roles they perform.
- c) To assist in relation to organisational compliance with the provisions of data protection legislation.

### 4. Other

- a) To undertake other duties from time to time which are commensurate with the level and grading of the post.

## EMPLOYEE SPECIFICATION

Experience/ Competencies	Essential or Desirable?	Method of Assessment
<b>Qualifications, Experience and Education</b> <ul style="list-style-type: none"> <li>• Good general education</li> </ul>	Essential	Application Form/Provision of Certificates
<ul style="list-style-type: none"> <li>• Educated to degree level or other relevant community development related</li> </ul>	Desirable	Application Form/Provision of Certificates

<p>qualification</p> <ul style="list-style-type: none"> <li>• Work experience which is appropriate to the duties of the post</li> </ul>	<p>Essential</p>	<p>Application Form/Interview</p>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal and oral communication skills</li> <li>• Ability to communicate in the Welsh language</li> <li>• Good written communication skills</li> <li>• Ability to organise workload with minimal supervision and meet deadlines</li> <li>• Political sensitivity, tact and diplomacy</li> <li>• IT skills enabling use of internet, e-mail, word processing, financial databases and spreadsheets and website administration</li> <li>• Understanding of the requirements of the data protection and its application within an organisation</li> <li>• Awareness of health and safety legislation and its application within an organisation</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Interview</p> <p>Application Form/Interview</p> <p>Application Form/Selection Test</p> <p>Interview</p> <p>Interview</p> <p>Selection Test/Application Form</p> <p>Interview</p> <p>Application Form</p>
<p><b>Personal Styles and Behaviours</b></p> <ul style="list-style-type: none"> <li>• A motivating and enthusiastic individual</li> </ul>	<p>Essential</p>	<p>Interview</p>

<ul style="list-style-type: none"> <li>• Personality, conduct and credibility that engages the confidence of councillors, staff, partners and stakeholders</li> </ul>	Essential	Interview
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Committed to developing and keeping up to date personal knowledge level</li> <li>• Prepared to attend evening meetings as required</li> <li>• Full driving licence and access to a car</li> <li>• Willingness to travel to meetings involving occasional long distances</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Interview</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p>