

JAMES KELLY MSP
Communications Officer

Job title: Communications Officer

Working for: James Kelly MSP

Salary: Dependent on experience (likely within £21,140 and £25,850)

Location: Glasgow office, with travel to the Scottish Parliament

About this role:

James Kelly MSP is looking for an experienced and creative Communications Officer to join his small but busy office in Glasgow. James is a campaigning MSP and seeks to raise the issues his constituents face in a number of ways in order to achieve change and make a difference. From the historic repeal of the Football Act to local issues affecting individual neighbourhoods, James's office is used to working on a range of projects. The successful candidate will be able to apply their skills to a range of tasks: from generating coverage in the local paper to producing compelling social media content and designing effective printed materials to distribute door-to-door. The Communications Officer will have an eye for issues worth taking up and an innovative approach to developing these into a communications campaign plan. Coupled with this, the post holder will be able to provide sound advice to James in order to ensure that parliamentary opportunities are used to their full potential: identifying and writing questions to ministers, using written questions and SPICe to generate news stories and spotting the right information to include in a speech. The ideal candidate will have a pro-active attitude and a wider interest in James's work.

Duties and responsibilities:

- Writing compelling news releases and comments for local and national media;
- Briefing James before interviews and media appearances;
- Managing Facebook and Twitter channels, creating a range of quality content and monitoring engagement;
- Contributing to the weekly e-newsletter and growing its subscription;
- Designing printed materials including leaflets and surgery posters;
- Spotting local issues and designing compelling campaign strategies around them;
- Working with local councillors, MPs and other MSPs;
- Developing and managing relationships with a range of key stakeholders;
- Drafting parliamentary questions, motions, freedom of information requests and speaking notes;
- Contributing to work on Mr Kelly's shadow finance brief;
- Assisting with casework and other office work as required.

Essential criteria:

1. Experience in creating effective communications material, including news releases;
2. Ability to strategically plan communications output to maximise results;
3. Experience in managing social media channels and creating content for these.
4. Ability to organise personal workload, prioritising urgent tasks and managing competing demands;
5. Awareness of issues affecting James's region and his role as an MSP in supporting constituents;
6. A sound understanding of Scottish politics;
7. Ability to develop and maintain effective working relationships with a range of people with diverse interests, and the ability to use these networks to support James;
8. Excellent written English and verbal communication skills, including the ability to convey information and James's position on a range of issues.

Desirable:

9. Previous experience working for an elected representative, within a communications environment, or relevant;
10. Experience in running online adverts, including Facebook Ads Manager tools;
11. Experience in research and policy development;
12. Understanding of data protection laws and GDPR;
13. Skills in graphic design, video editing and web publishing software;
14. Driving licence and access to car.

Note:

- This post is advertised as full-time, but part-time applicants will be considered. Please note preference in application.

Closing date: 1700, Wednesday 20 February 2019

Interview date: To be confirmed

Start date: Ideally ASAP

To apply: Send a CV, and covering letter listing relevant skills, experience and knowledge for each criteria and why you are suitable for this job to: james.kelly.msp@parliament.scot, with the subject line 'Application – Communications Officer'.

For more information: Prospective candidates with questions are encouraged to James at james.kelly.msp@parliament.scot.