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**Electoral Reform Society**

**Communications and Research Assistant**

**ERS Cymru is looking for a part-time Communications and Research Assistant to join our Cardiff office for a 12-month contract.**

**Background**

**The Electoral Reform Society is the UK’s leading voice for democratic reform.**

We operate on a simple premise - that politics can be better than it is.

We work with everyone – from political parties, civil society groups and academics to our own members and supporters and the wider public – to campaign for a better democracy in the UK.

Our vision is of a democracy fit for the 21st century, where every voice is heard, every vote is valued equally, and every citizen is empowered to take part. We make the case for lasting political reforms, we seek to embed democracy into the heart of public debate, and we foster the democratic spaces which encourage active citizenship.

**The ERS is ambitious about far-reaching changes to the way politics works in Britain. In the next few years, our focus will be:**

* **Building alliances for electoral reform** – building relationships and our message to secure a commitment to voting reform in one of the two main parties’ manifestos, backed up by a significant increase in public support.
* **Winning policy pledges to build a better democracy** – party commitments to an elected House of Lords, votes at 16, a registration revolution, fair boundaries, party funding reform and a democratic devolution settlement.
* **Deepening public involvement in our democracy** – a UK-wide constitutional convention, alongside deeper citizen involvement in devolution and where power lies.

**Our main activities will be:**

* Lobbying politicians, political parties and opinion formers through meetings, events and the production of research, reports, and briefings.
* Developing campaigns with clear calls to action aimed at securing policy and legislative wins in the Senedd, as well as at Westminster and the Scottish Parliament.
* Holding events to promote our publications and campaigns, including policy seminars, activist workshops and receptions.
* Providing tools and campaigns opportunities for ERS members, supporters and other activists.
* Reactive and proactive media work promoting our campaigns and commenting on public elections and other aspects of our democracy.

It is an exciting time for the ERS as we seek to make the most of current opportunities for political reform, especially leading up to the Senedd elections in 2021.

From our work delivering Votes at 16 in Wales and our campaign around diversity, our fresh ideas and practical solutions on a whole range of issues are finding new audiences and successfully influencing the political agenda.

The ERS has a significant media profile as a respected and long-standing organisation which produces high-quality commentary, research and materials. You will play an important role in campaigning to push the Society’s vision up the agenda.

**EQUAL OPPORTUNITIES**

The ERS is committed to equal opportunities and to encouraging diversity amongst our workforce. We are particularly keen to hear from interested individuals from under-represented communities and we would encourage candidates from all backgrounds to apply for this role.

We pride ourselves on being a flexible employer, with generous arrangements for Time Off in Lieu, working from home and holiday.

Names are removed from applications to ensure the process is as fair and robust as possible.

**JOB DESCRIPTION**

**Job title: Communications and Research Assistant**

**Contract: 12 months, 17.5 hours per week**

**Grade: 1 (Assistant)**

**Reporting to: Director of ERS Cymru**

**Location:** Cardiff

**Main duties and responsibilities:**

**COMMUNICATIONS AND MEDIA**

**Duties including:**

* Draft press releases, media responses, briefings, articles and blogs
* Monitor media coverage and exposure, and compile coverage reports when necessary
* Provide support in handling media queries, seeking advice from colleagues where appropriate
* Keep abreast of the news agenda by monitoring a range of print, online, broadcast and social media, and reporting to colleagues/stakeholders as appropriate
* Provide support with managing and drafting content for the Society’s website and social media
* Assist with writing and editing the Society’s written material, including publications, reports, blogs, articles and web pages

**RESEARCH and Campaigns**

**Duties including:**

* Provide support to the Society’s research work in Wales, including supporting research projects and assisting in developing briefings and publications.
* Assist with delivering research projects in communities across Wales, to include undertaking desk based research and interviewing participants in a project.
* Support other members of the ERS Cymru team in developing and delivering briefings for politicians including at party conferences and in committee settings.
* Assist the ERS Cymru team in developing reactive briefings following events such as elections or major developments around electoral reform.
* Work with other members of the ERS team across the UK, including the Research team in London.
* Support the team with delivering events across Wales, and at times across the UK.

**ORGANISATIONAL ROLE**

**Duties including:**

* Contribute to the intellectual capital and development of the ERS via team meetings, blogs, staff meetings and planning/away days and by supporting colleagues as required
* Work with colleagues to maximise the recruitment of new members, identified through campaigning and other activity
* Undertake administrative and ‘back office’ tasks as required, including supporting events, operations and media
* Support and comply with the Society’s Equality and Diversity Policy
* Undertake other related duties as required that your manager reasonably considers would assist the Society in meetings its objectives

**PERSON SPECIFICATION**

The successful applicant should demonstrate their abilities or track record in all essential criteria.

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|  | **Essential** | **Desirable** |
| Experience | Experience of working/volunteering in a communications or research role.Experience of writing clear and succinct reports, briefings and consultation submissions for a variety of audiences. Experience of delivering and disseminating high quality research projects.Experience of planning and prioritising workloads, particularly in response to changing circumstances. | Working/volunteering within a campaigning or political environment, particularly in a communications or research capacity Experience of working as part of a small team. Experience of member and supporter engagement. Experience of building relationships with stakeholders |
| Knowledge | A demonstrable understanding of today’s media, press and public relations environment. Understanding of the issues on which the ERS campaigns. Understanding and commitment to equal opportunities and diversity.  | Knowledge of key political journalists and writers. Knowledge of the case for electoral reform. Knowledge of campaigning techniques and innovations.A good understanding of Welsh politics and the broader context of UK politics.   |
| Skills / qualifications | Ability to write with clarity, accuracy and style on a range of platforms and for a range of audiences.Excellent analytical skills including the ability to grasp complex issues quickly. Excellent communication and interpersonal skills, including verbal, written and listening skills and ability to communicate complex information clearly and concisely.Strong organisational, administrative and research skills; ability to understand and analyse complex information including research reports and pick out salient points for further work.Good team working skills, including understanding the role and demands of working with others and a flexible approach to collaborative working.Excellent computer skills, including Microsoft Office. Ability to work independently and to set tasks. | Strong written and spoken Welsh |

**Outline terms of employment**

**Hours:** 17.5 hours per week, with occasional weekend and evening work

**Holidays:** 17.5 days plus statutory days.

**Pension:** 7% employer contribution

**Salary:**  £21,760 - £28,608 FTE

**Contract:** 12 months

The ERS operates a flexible working policy, with core office hours between 10.00-12.00 and 14.00-16.00. Time off in lieu (TOIL) may be taken by arrangement. There is also the possibility of occasional home-working by arrangement. Some weekend and evening work may be necessary, for example during elections or news coverage peaks.

Staff are entitled to 25 days paid leave in addition to statutory holidays in their first year of service, with an additional day of paid leave in each subsequent year, until they reach 30 days leave. Other benefits include a TFL season ticket loan and child care vouchers.

This post is based at ERS Cymru’s offices in Cardiff Bay.

**Electoral Reform Society**

**APPLICATION FOR THE POST OF**

**COMMUNICATIONS AND RESEARCH ASSISTANT**

Please complete this form and submit via email to Jessica.blair@electoral-reform.org.uk All applications will receive acknowledgement of their receipt.

Alternatively, please complete in black or dark ink or type and return via post to:

Jessica Blair, ERS Cymru, The Platform, Bute Street, Cardiff Bay, CF10 5LF

The closing date for the receipt of applications is 10th February. Interviews will take place week beginning 24th February in Cardiff.

Applications are anonymised to make the selection process as fair as possible.

**PERSONAL DETAILS**

Surname:

First names:

Address:

Email:

**Telephone number:**

Daytime: Evening:

**Education and qualifications** (please continue on separate sheet if necessary)

**The first page of this application form will be detached from the rest of the form upon receipt so as to ensure that there is no possibility of any discrimination on grounds of name, gender or location of any applicant when selecting those to be interviewed. This page will be re-attached to the rest of the application form *only* after the selection for interview has taken place.**

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| **Dates** | **Establishment** | **Courses** | **Qualifications** |
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**Additional training**: details of any short courses which you believe are relevant to your application:

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**Work experience**

Please give details of your work experience, including part-time and voluntary work, starting from your most recent employment. (Please continue on separate sheet if necessary.)

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| **Dates (to/from)** | **Employer****and nature of business** | **Position held and responsibilities** |
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Do you require a work permit? Yes / No (please delete as appropriate)

**Why do you want this job?**

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| Please tell us below why you want this particular job and why you believe you have the skills and experience to do it. Please address the criteria set out in the person specification in particular. You may use a continuation sheet if necessary, but you should not use more than 400 words. |

**Other experience**

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| Please give details of any other experience and interests which might be relevant to your application: |

**Where did you hear of this vacancy?**

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**Referees**

Please give names of two referees who know you and can assess your abilities and work (Referees will not be contacted without your consent)

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| Name:Position:Address:Telephone no.:Capacity in which the referee has known you: |

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| --- |
| Name:Position:Address:Telephone no.:Capacity in which the referee has known you: |

**ELECTORAL REFORM SOCIETY**

**EQUAL OPPORTUNITIES MONITORING FORM**

The Electoral Reform Society believes in equal opportunities.

We want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. We will separate this part of the form from the application form. It will not form part of the selection process.

Please tick the appropriate boxes:

**Gender**

Male [ ]  Female [ ]  Prefer not to say [ ]

If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender.

**What age group do you belong to?**

[ ]  18-24 [ ]  25-34 [ ]  35-44 [ ]  45-54 [ ]  Over 55 [ ]  Prefer not to say

**How would you describe your sexuality?**

[ ]  Heterosexual/straight [ ]  Gay man [ ]  Gay woman/lesbian [ ]  Bisexual

[ ]  Prefer not to say

**Do you consider that you have a disability?**

[ ]  Yes [ ]  No [ ]  Prefer not to say

**Do you have a disability as defined by the Disability Discrimination Act?**

[ ]  Yes [ ]  No [ ]  I don't know [ ]  Prefer not to say

**Do you consider that you have a long-term health problem?**

[ ]  Yes [ ]  No [ ]  Prefer not to say

**How would you describe your religion or belief?**

My religion or belief is:

[ ]  I have no religion or belief [ ]  Prefer not to say

**How would you describe your nationality?**

[ ]  British [ ]  English [ ]  Scottish [ ]  Welsh [ ]  Irish

[ ]  Other (please describe):

**How would you describe your ethnic origin?**

[ ]  White/Mixed [ ]  White [ ]  White and Black Caribbean

[ ]  White and Black African [ ]  White and Asian

Any other Mixed background (please describe):

[ ]  Asian [ ]  Indian [ ]  Pakistani [ ]  Bangladeshi

Any other Asian background (please describe):

[ ]  Black [ ]  Caribbean [ ]  African

Any other Black background (please describe):

[ ]  Chinese

Any other ethnic group/background, please describe:

[ ]  Prefer not to say

**Thank you for completing this form. Please return it with your application form.**