

Job description

Communications officer

Office of: Rt Hon John Healey MP – Wentworth & Dearne

Location: Wath-upon-Deerne, Rotherham, South Yorkshire

Salary range: IPSA salary range £21,529 - £32,022 (depending on skills and experience)

Key responsibilities:

- Manage and develop the external communication presence of the MP's office and design engaging, targeted content and messages across a range of channels
- Monitor media coverage, liaise with media, prepare press releases as required
- Pro-active and re-active communications with all media
- Preparing media briefings
- 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
- Publicise the Member's parliamentary duties on social media
- Follow up on social media queries and comments
- Manage projects
- Research local, regional or national issues to support MP's work and provide briefings for the MP
- Draft responses to constituents and manage and progress portfolio of casework appropriately
- There may be a requirement for the role holder to work outside of the normal working hours and travel for work occasionally