

Job Description

Communications Officer

The Office of:	Patrick Grady MP - Glasgow North
Employee Name:	TBC
Job Title:	Communications Officer
Salary Band:	£19,641 - £28,804
Location:	Outside London

Key responsibilities

- Analyse patterns of enquiries and produce reports
- Attending surgeries and other meetings as appropriate
- Dealing with standard queries from members of the public
- Draft responses to constituents
- Establish a social media presence in the constituency and publicise surgeries etc.
- Follow up on social media queries and comments
- Gathering relevant information to assist with resolving cases
- Log all cases; monitor progress and ensure all identified actions are taken
- Preparing media briefings
- Pro-active and re-active communications with all media
- Publicise the Member's parliamentary duties on FB and Twitter
- Retain records and information confidentially and in line with the Data Protection Act

MP Signature: MP Print: Date:

Employee Signature: Employee Print: Date: