



Fixed Term Internship with Vaughan Gething AM

Salary range: **£18,619 - £25,109** pro rata (Band 3)
(Appointments will normally be made at the minimum of the range)

Working hours: To be arranged (2 days per week over a period of 3 months)
Location: National Assembly for Wales and Constituency Office

Vaughan Gething AM is offering a temporary paid opportunity to work as part of a paid internship to work alongside him and his team. The successful applicant will learn about the how decisions and laws are made in the Senedd and will be offered a unique insight into the day to day workings of an AM and his office.

We want our workplace to be more representative of all sections of society. We would welcome applications from a diverse range of people, from all backgrounds and with many different skills, experiences and perspectives. We particularly encourage applications from people who have no previous experience in a political environment and people from black and minority ethnic backgrounds, as these groups are currently under-represented in our workforce and politics in general.

Although you may be required to perform other tasks of a general administrative nature, in line with a post at this grade, the main duties will include:

1. Managing papers and correspondence and locating and compiling relevant documents and briefings for meetings
2. Responding to and prioritising incoming telephone messages, mail and other enquiries and drafting replies and briefing notes
3. Investigating issues raised in constituency correspondence, compile data and draft reports and follow up cases to ensure timely resolution
4. Accompanying the Assembly Member to meetings and public events

Essential Knowledge and Experience

- Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities
- Some understanding and knowledge of digital technology
- Knowledge and understanding of issues relevant to the local area

Essential Qualifications

- Demonstrable numeracy and literacy skills

Essential Skills and Behaviours

- Effective organisation and planning skills
- Effective interpersonal skills and the ability to deal with a range of people
- Excellent communication skills

- Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld

Desirable

- An understanding of current affairs and issues of relevance to Wales and the local area, an interest in the Welsh political system
- The ability to work in both Welsh and English
- Sympathetic to the aims and values of the Party

For more information and an application form please contact Temmy Woolston at temmy.woolston@assembly.wales or telephone on 0300 200 7150

Closing Date 12pm Friday, 25 May 2018