



## Job Description

<b>Title:</b>	Regional Development Officer
<b>Reporting to:</b>	Development Manager
<b>Contract:</b>	Term limited, full-time
<b>Remuneration:</b>	Dependent on experience
<b>Pension:</b>	Matched contributions up to 4%
<b>Location:</b>	Hybrid working from home and Green Party HQ at 16/17 Suffolk Street, Dublin

**Main purpose of the role:** Working as part of the Green Party HQ Operations Team, the Regional Development Officer is responsible for providing organisational support to Councillors, Local Area Representatives, and local party constituency groups in Dublin to ensure maximum engagement with the local community. The RDO will also focus on recruitment and training of representatives, constituency officers, activists and the expansion of activity and membership in local party branches. The RDO is the critical link for co-ordinating activity between the constituency groups, their local Green Party representatives and HQ.

### ROLE DESCRIPTION – DUTIES:

- Focus Councillors, Area Reps and the local party organisation on delivering constituency KPIs, including community engagement with reps, membership recruitment and fundraising
- Recruit, train and support Area Reps in becoming constituency focussed campaigners with identified key issues and local activities
- Assist volunteer co-ordination for Councillor and Area Rep-led constituency activities, including flyer drops, public meetings and local campaigns
- Act as registrar for all local party groups and officers
- Train constituency officers in how to run results-driven constituency groups and assist with essential strategic planning
- Develop constituency and electoral resources to meet the needs of local reps and constituency groups
- Ensure co-operation and communication between constituency groups, local area representatives, Councillors, Oireachtas members and HQ
- Monitor the activity and profile of political party representatives on a prioritised basis

- Train and support network of volunteer Returning Officers and co-ordinate local and national selection conventions within the area
- Establish support network for new officers and local area representatives
- Travel regularly to meet representatives and groups around the region

## **PERSON SPECIFICATION – KEY SKILLS AND ATTRIBUTES:**

### Essential

- Able to strategically prioritise workload against regional KPIs
- Highly action-orientated and motivated by tangible results
- Strong interpersonal and multi-stakeholder co-ordination skills
- Able to work from home/remotely on his or her own initiative
- Flexible with working time around local party and volunteers
- Strong written and oral communications skills in English
- Based in or near Dublin

### Desirable

- Will be familiar the landscape of Irish politics across the country
- Has good understanding of internal Green Party procedures
- Has worked or volunteered in or adjacent to politics
- ICT proficiency in Microsoft Office 365, CRM, Slack
- Written and oral communications skills as Gaeilge
- Interest in the fundamental principles of the Green Party

## **QUALIFICATIONS**

- Should have either: -
  - A recognised NFQ Level 7 qualification in community development or a similar course
  - At least two years' practical experience in community development or a complementary environment

## **EQUAL OPPORTUNITIES**

The Green Party is an Equal Opportunities Employer. Applications from people from diverse backgrounds are welcome and the Party will provide reasonable accommodations for candidates with different abilities where appropriate, as identified through our needs assessment process.