

## Green Party Job Description June 2022



**Title:** Communications and Administration Officer (*Fixed Term to end of this Oireachtas*)

**Reporting to:** Parliamentary Political Manager with a dotted line to the Green Party Communications Manager.

**Oireachtas Grade:** Administrative Assistant (90%)

**Remuneration:** €34,446.11 per annum, plus overtime. Annual increments of ca. €2k to a maximum of €48,503.92 *pro rata*.

**Location:** Houses of the Oireachtas and Green Party Head Office, Dublin 2.

*Please note that this role will require flexibility for occasional weekend and evening cover.*

The Green Party is seeking to recruit a Communications and Admin Officer to join its shared Oireachtas staff unit based in Leinster House. The successful candidate will provide general administrative support, coordinate activity across party teams and provide internal and external communications support for membership, media and spokesperson activity, linking closely with Green Party HQ & Leinster House operations.

This role requires a high level of professionalism, discretion, organisation and attention to detail. Excellent writing skills are a must. It would suit a 'people person' who enjoys a diverse workload and is highly flexible and adaptable to a fast-paced working environment.

### MAIN DUTIES:

- Provide daily administrative support to the Parliamentary Party Manager and research unit.
- Coordinate the development of lines on political issues between the implementation unit, research unit, Green Party HQ, government information service, Ministers' offices and spokespersons; ensuring outputs align with party messaging and house style.
- Serve as a daily liaison between Head Office communications unit and Leinster House operations on communications-related matters.
- Support party media and communications activity in Leinster House such as on-site media briefings, photo ops, social media content and other related tasks.
- Identify and promote Green Party achievements in government.
- Coordinate events for the parliamentary party including the annual 'Think-In'.
- Coordinate internal briefings for the parliamentary party, staff and councillors.
- Assist with member events, providing updates on achievements and progress in government.
- Maintain relevant updates on the Green Party website such as spokesperson profiles, achievements in government and policy-related information.
- Facilitate and manage reporting of spokespersons' activities.
- Identify and address gaps in information flow across Green Party teams.
- Maintain and update relevant contacts, records and files.
- Other duties as assigned.

### SKILLS AND ATTRIBUTES

**Essential qualities:**

- The ideal candidate will be confident, well-organised and demonstrate a high level of discretion.
- Excellent written and verbal communication skills with scrupulous attention to detail.
- Demonstrable interest in the Green Party vision and optimising our time in government.  
(*Green Party membership not required*)
- Proven ability to handle multiple projects in a high pressure environment.
- Experience in meeting and event management, both online and in-person.
- A 'people person' who encourages positive engagement and has a proven ability to build relationships with multiple stakeholders in a diverse organisation.
- Fluency in English.

**Desired qualities:**

- Experience working for a political party, NGO or policy-oriented organisation.
- Understanding of the Irish political system, public policy and political communication; including knowledge of Irish elections and political parties.
- Familiarity with image editing tools such as Canva, Adobe Creative Suite or similar.
- Experience in content generation for social media platforms including Facebook, Twitter, Instagram and LinkedIn.
- Familiarity with website content management systems such as Wordpress or Drupal and CRM systems such as Salesforce and Mailchimp.
- Minute-taking experience.
- Fluency in the Irish language.

**Qualifications:**

- A recognised administrative or communications qualification to NFQ level 7.

OR

- At least three years' experience in a similar or complementary role.

**To apply:**

Email a CV and cover letter describing your suitability for the role to Ed Davitt, [ed.davitt@greenparty.ie](mailto:ed.davitt@greenparty.ie) before COB 23<sup>rd</sup> June.

**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.**