



Green Party Job Description

Administrative Officer

Title: Administrative Officer

Responsible to: General Secretary

Status: Full time, fixed term

Main purpose of the role: Based at reception, performing front of organisation duties, office management and administration duties, membership administration and other key functions as part of the Green Party Head Office Team.

Summary of core duties

Reception and Front of Organisation Duties

- Main point of contact for the party – through email, at reception, and on the phone.
- Processing and forwarding incoming communications throughout the organisation.
- Processing member queries and liaising with groups around the country.
- Acting as point of contact between Leinster House and Head Office.

Office Administration

- Ensuring files and records are appropriately and securely stored.
- Financial administration
 - Recording financial information - invoices, receipts etc.
 - Account upkeep; ensuring records are report-ready.
 - Administering petty cash.
 - Liaising with Treasurer and General Secretary on SIPO compliance.
 - Election expense tracking.
- Administering office services and utilities - internet services, VOIP phone and conferencing system, cleaning services, waste services, printer maintenance and other service providers.
- Supervision of stock and inventory - recording, monitoring and advising of issues or future needs.
- Other administration duties as required.



Membership Administration

- Managing incoming membership subscriptions and donations.
- Managing membership database and facilitating contact between membership and representatives. Forwarding new membership reports to representatives/candidates.
- Membership processing and engagement at Annual Convention and other Party events.
- Providing administrative support during election time or the preparation for elections.
- Managing the logistics of regular Party events, campaigns or demonstrations. Liaising with contact points for events or acting as contact point where none exists.
- Recording the minutes of Executive Committee meetings once per month (Saturdays – time off in lieu granted).

General Administrative Duties

- Supervision of interns and volunteers.
- Acting as point of contact between Leinster House and Head Office.

Who we're looking for

We're looking for someone who cares passionately about the environment, about social justice and equality and who would be a great fit for our small, dedicated team. The person who fills the Administrative Officer role must relish developing connections throughout our membership and be accessible and approachable to all who wish to communicate with Head Office. We want to hear from you even if you think you don't match 100% of the profile below.

Essential skills and attributes

- Proficiency with MS Office Suite – Word, Excel etc. and knowledge of MS Outlook.
- Excellent communications skills – written and interpersonal. An ability to communicate well with an extremely varied group of stakeholders.
- Excellent problem-solving abilities – esp with regard to office systems, technology and services.
- Excellent record management and filing skills, with a forensic approach to record keeping, including with financial records.
- First rate ability to schedule well and manage time and calendars.



- Flexibility and adaptability to a highly variable workload.

- A familiarity with environmental and social justice organisations in Ireland.

Desirable skills and attributes, but not essential

- Experience/familiarity with a CRM (client relationship management) system.
- Experience with event planning and organisation.
- Full clean driving licence.
- A familiarity with Irish politics or a desire to get involved in a body immersed in a political environment.

Qualifications and Experience

- A recognised qualification to NFQ level 7, OR
- At least three years' experience in a very similar administrative role

To Apply

Please email, in .pdf format only, a one-page Cover Letter and maximum two-page CV to jobs@greenparty.ie before midnight on Sunday 18th August 2019.