



Job Description

Title: Local Government Officer (FTE Fixed term to end of this Oireachtas)

Responsible to: Development Manager

Purpose of the role: Working as part of the Green Party Operations Team, the role supports the coordination of the Green Party Local Government Group (LGG) as a highly functioning and effective group both within the Party and on Local Authorities. Equally, the LGO will support the training and development of our Local Electoral Area Representatives. The LGO implements the key strategic local government goals of the Party as directed by the Development Manager

ROLE DESCRIPTION – DUTIES:

- Co-ordinate the activities of the LGG and LEA Rep Network
- Plan and facilitate meetings, training sessions and inductions
- Manage the LGG and LEA Rep meeting and training calendar
- Publish relevant local government resources for councillors and LEA Reps
- Prepare Councillors and LEA Reps for the next local elections
- Recruit LEA Reps internally and externally
- Maintain weekly multi-directional communications channels for LGG to the Party HQ, Leinster House team, Party membership as well as key external stakeholders
- Support the functioning of the LGG Co-Chairs and committee
- Update and maintain website content weekly and as directed, any other social media
- Where necessary, travel independently to meet with representatives nationwide
- Handle stakeholder queries on a daily basis

PERSON SPECIFICATION – KEY REQUIREMENTS:

- Extensive experience of Local Government and local politics
- Demonstratable understanding of the work of Councillors
- Very strong interpersonal and multi-stakeholder co-ordination skills
- Experience producing resources and delivering training
- Meticulous approach to calendar management and internal communication
- Demonstrated capacity for critical thinking
- Proficiency in MS Office suite, Slack, WhatsApp, Facebook, Twitter and Instagram
- Strong written and oral communications skills
- An ability to work well with high-level, independently mandated stakeholders
- An interest in the fundamental principles of the Green Party
- Proven ability to work with confidential information diligently and efficiently
- Irish language fluency preferred

Party Staff and Members will be prioritised in the interview selection process.

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.