



Job Description

- Title:** Policy and Campaigns Officer (*Fixed Term to end of this Oireachtas*)
- Oireachtas Grade:** Administrative Assistant (57%)
- Responsible to:** The position will report to the Parliamentary Political Manager with a dotted line to the Green Party Communications Manager.
- Purpose of the Role:** The Green Party is seeking to hire a member to join its shared Oireachtas staff unit based in Leinster House to work on the development of communications lines and campaigns within its Leinster House (LH) operations. The successful candidate will work with the Green Party research unit and Leinster House parliamentary team to ensure greater coherence of messaging and the advancement of our political priorities. This role will provide strategic communications support to the Oireachtas team.

ROLE DESCRIPTION – DUTIES:

- Coordinate the development of lines on political issues between the implementation unit, research unit, Green Party and government communications, Ministers offices and spokespersons;
- Serve as a daily liaison between Head Office communications unit and Leinster House operations on communications related matters;
- Facilitate and manage reporting of spokespersons' activities;
- Identifying and promoting Green wins in government and the Oireachtas;
- Developing and leading out on party campaigns at LH;
- Lead the development of Party manifesto with the research unit;
- Identify and address gaps in information flow across the various Green Party teams;
- Updates to staff and members on Policy Council developments;
- Other duties as assigned

PERSON SPECIFICATION – KEY REQUIREMENTS:

- The ideal candidate will be confident, well organised, driven and experienced and enthusiastic about the Green vision and making the most of our time in government.
- Demonstrated experience in public policy, political communications and/or Green Party operations a significant plus
- Proven ability to handle multiple projects in a high pressure environment essential
- Attention to detail and excellent written expression are required
- Flexible, dynamic and enjoy engaging across multiple teams
- 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.