



Job Description

- Title:** Policy Council Administrator (30 hrs per month Fixed Term to Dec/21)
- Responsible to:** Based at Green Party HQ, this role will report to the Policy Council Chair with a dotted line to the General Secretary.
- Purpose:** The purpose of this part time role is to ensure that the Policy Council Officers are supported in serving the Party by delivering the most effective and focused policy making and implementation support.

ROLE DESCRIPTION – DUTIES:

Administration of Policy Council Functions, including but not restricted to:

- Supporting and assisting the Policy Chair as directed by same, in:
 - Organizing meetings with groupings from across the Party
 - Organizing meetings of the Policy Steering Sub/Committee
 - Record keeping of meetings and their outcomes
 - Maintaining the Policy Council Calendar
 - Responding to correspondence from Convenors and Members
- Supporting and assisting the Policy Secretary, as directed by same:
 - In preparing for, and following up on Policy Council
 - During Policy Council Meetings
 - Updating Members on policy outcomes from Policy Council
- Supporting and assisting Policy Deputy Chair, as directed by same, in:
 - Assembling the necessary documents needed to complete all Policy Folders as new policies are approved
 - Updating policies on the Party website
 - Agreeing and distributing motions to Party Spokespeople
 - Updating the Policy and Motions Databases

PERSON SPECIFICATION – KEY REQUIREMENTS:

- Demonstrated understanding of the work of Policy Council
- Strong interpersonal and multi-stakeholder co-ordination skills
- Experience producing resources, delivering training and providing admin support
- Demonstrated capacity for critical thinking and working in fast paced environment
- Proficiency in MS Office suite, Slack, WhatsApp, Facebook, Twitter and Instagram
- Strong written and oral communications skills
- 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.