The Constituency Office of Ossian Smyth TD is recruiting for the following position:

**Job Title:** CONSTITUENCY ASSISTANT - 6 month contract

1. **DUTIES:**
   - Dealing with all incoming and outgoing correspondence and answering the phone.
   - Maintaining an efficient filing system
   - Dealing with all constituents’ problems on the telephone and in the Constituency Clinics. This involves getting full and accurate details of the problem, contacting the relevant Government Department/Local Authority or organisation, and communicating the result to the constituent
   - Liaising with other Oireachtas Members (Deputies & Senators) as required
   - The smooth operation of the telephone system within the office structure
   - Managing the Deputy’s diary and organisation of meetings
   - Typing speeches, statements, PQs on behalf of the Deputy and setting up an accurate index/tracking system to ensure easy access by the Deputy to such material
   - Assisting the Deputy with the organisation of meetings/events in the Constituency
   - Typing of all documents relating to the spokesperson portfolio and maintaining an appropriate filing system of all relevant documents
   - Updating Deputy’s website and social media.
   - Coordination of weekly team meetings, internal team communications and local issues campaigns
   - Management of constituency clinics and meetings or events.

   The list of duties set out above is not to be regarded as exclusive or exhaustive. The Employee is required to be flexible in this position and to undertake such other duties as may reasonably be assigned to him/her by the Employer.

2. **HOURS AND PLACE OF WORK:**

   Normal working hours shall be from Monday- Friday, between 9am -5pm being a 4.5 day week (inclusive of breaks).
   The Employee shall be required to work at such location as the Employer may require, including remotely in compliance with Covid legislation. This temporary contract is linked to Ossian Smyth’s tenure as a government minister.
   Annual salary of €32,182.02, pro-rated.

**SKILLS:**

- Experience and interest in local politics
- Strong interpersonal skills on both written and telephone communication
- Demonstrated capacity for critical thinking
- ICT proficiency e.g. Social Media, Slack, Google and MS Office packages
- Excellent research and organisational skills
- Proven time management skills
- An interest in and understanding of Green Party principles and policies
- Irish Language fluency is preferable

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.

Applicants should send their CVs in confidence with a cover letter to: gillian.clarke@oir.ie Any enquiries to the same email.

The closing date for receipt of applications is Thursday September 2nd.
Interviews will take place the week of Sept 6-10