Green Party Job Description

Social Media and Design Officer

Title: Social Media and Design Officer
Reporting to: Communications Manager
Status: Full time, fixed term
Remuneration: Negotiable
Location: Hybrid working until April. Working in the Green Party Head Office at 16/17 Suffolk St, Dublin 2 thereafter.

Please note that this role will require flexibility for occasional weekend and evening cover.

The Green Party is currently seeking to recruit a Social Media and Design Officer to join our Communications team. Reporting to the Communications Manager, the ideal candidate is a creative ‘people person’ who enjoys a diverse workload and is highly flexible and adaptable to a fast-paced working environment.

MAIN DUTIES

• Work with the Campaigns and Social Media Manager to develop campaigns and create engaging, high-quality social media content.
• Help track, analyse and report on activity across social media platforms.
• Assist in the delivery of high-quality design work to meet the needs of the communications team and other teams in Green Party HQ.
• Liaise with third party operators such as printers and design agencies.
• Ensure communications materials align with Party brand standards.
• Support the continued development of the Green Party website and contribute to the content management and updates, especially visual content.
• Help prepare presentation materials and reports across the work of the headquarter teams.
• Support proactive engagement and links with internal Party stakeholder groups to ensure accurate and efficient sharing of graphic material, training links and tools.
• Support the party in the delivery of its communications strategy.
• Support the communications teams in other areas, where needed – including, but not limited to, press and media work, event management and membership engagement.
• Undertake other duties and provide support to the Communications and HQ Team as directed by the Communications Manager.

SKILLS AND ATTRIBUTES

Essential qualities:

Social Media
• Experience in creating engaging content for all the major social media platforms including Facebook, Twitter, Instagram and Tik Tok. Experience creating content for LinkedIn is a bonus.
• Active social media user with keen eye for engaging content opportunities and ability to execute content from concept to delivery.
• Demonstrated ability to use data analytics to drive impact of online and other media.
• Interest in emerging social media trends and latest tools for digital design, content creation and video editing.

**Design and content creation**
• Experience and high level of competency with the Adobe Creative Suite and be equally comfortable working with other software such as Canva, Kapwing and Loom.
• Experience in creating and designing high-quality design for print & digital.
• Experience with digital photography and photo manipulation.
• Digital video experience, especially optimising and editing mobile video recordings and live streams.

**Project Management**
• Strong project management skills with an ability to multitask and manage competing deadlines.
• Familiarity with productivity tools such as Trello and Hootsuite.
• Understanding of communications, public relations and marketing best practices.
• Proficient in MS packages e.g. Word, Excel, PowerPoint, SharePoint.
• A ‘people person’ who encourages positive engagement and has a proven ability to build relationships with multiple stakeholders in a diverse organisation.
• Experience working in a high pressure, fast-paced environment.
• Excellent written and verbal communications skills.

**Desired qualities:**
• Experience with website content management systems such as WordPress and Drupal.
• Experience with CRM systems such as Microsoft Dynamics, Salesforce and Mailchimp.
• Experience working for a political party, NGO or policy-oriented organisation.
• Demonstrable understanding of the Irish political system; including knowledge of Irish elections and political parties.
• An interest in the fundamental principles of the Green Party. (Green Party membership not required)
• Fluency in the Irish language.

**Qualifications:**
• A recognised design/multimedia qualification to NFQ level 7.
• Experience in a similar or complementary environment.

To apply for this role, please email your CV and one page cover letter explaining why you meet the criteria for this role to jobs@greenparty.ie by Friday 11th February 2022.

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.