

Constituency Manager

Overview

The Social Democrats have a vacancy for a **Constituency Manager**. The post would be based in a TD's office in Dáil Eireann and in the Dublin North West constituency. This is a full-time post and is subject to a probationary period of 6 months.

The primary function of this post is to provide support to the Deputy in matters relating to the Dublin North West constituency and to assist in the management of constituency related work.

The work will include producing and managing the delivery of regular constituency newsletters, dealing with complex casework, working with other constituency staff and constituency representatives, managing volunteers, organising public meetings and developing constituency campaigns.

The successful candidate will have exceptional organisational skills, as well as strong political/community awareness, a "can-do" and solutions-focussed approach, a good sense of judgement, excellent interpersonal skills, and a genuine commitment to social justice, honest public service and the principles of the Social Democrats.

Responsibilities

Research, produce and manage the designing, printing and delivery of regular constituency newsletters.

Oversee constituency casework, ensure deadlines for these are met, deal directly with complex cases from the public, and take responsibility for community-related issues

Manage volunteers

Represent the Deputy at Constituency events

Help to organise public meetings, constituency events and occasionally substitute for the Deputy at constituency clinics

Identify and manage constituency campaigns

Monitor all constituency related issues, including significant planning applications or rezoning proposals, significant Council proposals, proposals by national bodies, and significant funding and budgetary developments affecting the constituency

Work with other constituency, parliamentary and party staff and with Councillors, candidates and party representatives on a wide range of issues. Provide training on occasions.

Draft constituency-related parliamentary questions, and follow up with relevant Social Democrats staff on issues where necessary

Produce regular press statements for local media

Update the Deputy's website and social media platforms with constituency related material

Candidates should be good with numbers and maps

Assist with SIPO Returns and Office Accounts

Other related duties as may be assigned by the Deputy

Qualifications / Requirements

- Strong organisational experience and skills
- Good writing skills
- Ideally, have a good knowledge of the profile and main issues in Dublin North West
- Ability to meet tight deadlines and manage priorities
- Good political/community awareness
- Knowledge and understanding of the political environment
- Awareness of both national and local issues
- Good research, communication and advocacy skills
- Proficiency in Office programmes
- Experience of design and layout of publications would be an advantage as would experience of social media and video

Other details

- Starting salary €41k per annum for five days per week – (Overtime available and the post includes pension entitlements)
- Fixed-term contract (ends on dissolution of current Dáil)
- Normal working hours are 9.30 to 5.30 Mon-Fri with an hour for lunch but some flexibility is required
- Based in Leinster House and Dublin North West constituency

- 21 days leave plus extra leave days over the Christmas period
- Please submit CV, with covering letter, to recruitment@socialdemocrats.ie, marked "Constituency Manager" in the subject box
- Deadline for submissions is 5pm, Wednesday 6th February, 2019