

Parliamentary/Media Officer

Overview

The Social Democrats have a vacancy for a **Parliamentary/Media Officer**. The post would be based in a TD's office in Dáil Eireann and is offered on a three-day week basis (generally this will be Tuesday, Wednesday, and Thursday but specific work patterns outside of these days can be agreed). The post is subject to a probationary period of 6 months.

The successful candidate would work on a range of areas including speech writing, parliamentary work, media, communications and campaigning. The successful candidate will have exceptional writing skills, as well as strong political awareness, a good sense of judgement, and a genuine commitment to social justice, honest public service and the principles of the Social Democrats. Candidates should have strong analytical skills.

Responsibilities

Researching and writing speeches, press statements, campaign briefing material and other material as the need arises

Assist with policy and legislative development

Manage (including drafting) parliamentary questions, Dáil business, and other activities

Deal with media queries

Deal with digital communications, including social media and video.

Ensure that on-line platforms are kept up-to-date

Liaise with stakeholder groups

Manage a diary, represent the Deputy at meetings and other functions as required

Prepare speeches for national and Party events

Assist with SIPO Returns and Office Accounts

Other related duties as may be assigned

Qualifications / Requirements

- Excellent writing skills – demonstrable experience of strong speech-writing would be an advantage
- Degree in communications, politics, policy or related field
- Professional experience in communications, policy or equivalent area, including traditional and digital streams
- Ability to meet tight deadlines and manage priorities
- Strong political awareness and good organisational qualities
- Awareness of both national and local issues
- Knowledge and understanding of the political environment, legislative process, and procedures of the Oireachtas
- Excellent research skills
- Proficiency in Office programmes

Other details

- Starting salary €30k per annum for three days per week
- Fixed-term contract (ends on dissolution of current Dáil)
- Based in Leinster House
- Normal working hours are 9.30 to 5.30 with an hour for lunch but a good deal of flexibility is required
- 13 days leave (ie: 21 days pro-rata) plus extra leave days over the Christmas period
- Please submit CV, with covering letter, to recruitment@socialdemocrats.ie marked "Parliamentary/Media Officer" in the subject box
- Deadline for submissions is 5pm, Wednesday 6th February, 2019.