

Job Description: Administrator and Events Manager – Full-time 3-month contract

Key responsibilities will include finances, the administration and management of the Party's head office and planning and managing Party events, including the annual conference and supporting branches, Party members and candidates.

The successful candidate will have significant experience in running a busy and dynamic office, be a proven team player, have strong people skills and be adaptable to the many and changing demands of the role. The candidate will report to the General Secretary.

The main responsibilities of the role include:

Finances:

- Managing all financial transactions for the Party, including invoices, payments, banking, donations and membership fees.
- Supporting candidates in their financial transactions, donations, invoicing and support with fundraising

Branches & Membership:

- Supporting Branch officers and members, including Branch Treasurers and Secretaries in their roles.
- Managing the membership database, and following up with new members and volunteers, in conjunction with the National Volunteer Coordinator and Branch officers.
- Communications with membership and supporters, including coordinating and distributing weekly emails and other communications.

Administration:

- Management and administration of the Party head office, including IT.
- Planning, managing the logistics and overseeing the running of the Annual Conference.
- Main point of contact for callers and inquiries (including email).
- Maintain the website, including updates, new candidates, press releases etc.
- Manage all the branded materials for the Party, including distribution to branches and an online shop.
- Support the General Secretary and head office staff including for events and meetings.
- Planning and overseeing logistics for Party events, in particular the annual conference, training events, meetings and public events.
- Support Party Committees, including the National Executive and National Council, including planning, preparation and management of meeting logistics.

Qualifications and Experiences:

- A knowledge of SageOne is very beneficial.
- A minimum of 3 years managing a busy office or campaign.

- Extremely well organised, with proven organisational and logistical skills and comfortable working with online technologies such as Office suite, Google Suite, Skype, WhatsApp, Shared Calendars etc.
- Significant event management experience on a large scale.
- Strong inter-personal skills and an ability to work with volunteers.
- Ability to work flexibly in a dynamic environment with a range of stakeholders.

Remuneration:

This is a short-term, 3-month post, on a pro rata basis of €30,000 per annum.

Closing date for applications is **5pm Thursday 7th March 2019.**

Please apply by then with a short CV and covering letter to the General Secretary at recruitment@socialdemocrats.ie