

POLITICAL STAFF ROLE WITH JAMES LAWLESS TD

James Lawless TD has a vacancy for a political staff member to join his team.

This is a front-of-house role in very a busy constituency operation. Key responsibilities include office management, handling constituents' queries respectfully and confidentially, overseeing the Deputy's schedule and managing the Deputy's online and media presence.

The ideal candidate will be a self-starter with excellent interpersonal skills, a strong interest in community and political issues, and a proven ability to work as part of team in a dynamic working environment. Attention to detail, honesty and reliability are a must.

Key Responsibilities

Office Management

- First point of contact for all incoming correspondence and meeting requests.
- Interact with constituents and stakeholder groups on daily basis in person, on email, on the phone and online.
- Run efficient filing and database system to quickly store and retrieve cases/contacts
- Manage the Deputy's diary

Constituency Queries

- Handle constituents' queries and liaise with state agencies / county council etc.
- Demonstrate confidentiality in all dealings with, and on behalf of, constituents.

Communications and Media

- Draft press release for local and national audiences
- Liaise with the party's Press and Policy Office
- Build relationships with local and national media
- Manage and expand digital communications, including social media, video, other

Other

- Liaise with party headquarters, colleagues in Leinster House, the local Fianna Fáil organisation, supporters, interest groups, community groups and other stakeholders
- Other such related duties that may be assigned

Qualifications/Requirements

- Strong working knowledge of Local Government, State Agencies and relevant Stakeholders
- Excellent verbal and written communication skills
- Excellent IT skills including Word, Excel, Outlook and CRM databases.
- Strong understanding of the media landscape, including traditional media, online media and social media platforms
- Third level or equivalent qualification in a related field
- A proven ability to work as part of a team in fast-paced working environment
- A working knowledge of GDPR and its relevance in a political setting.
- Flexibility in working hours as Dáil and constituency business often runs late

Remuneration: Salary, including overtime, starts at between €29,032.20 and €37,924.99 depending on experience. Annual increments and pension entitlements also included.