**Ard Oifig Administrator – Job Description**

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| **Freagrach do**  **/ Responsible to:** | Ard Runaí’s Department (Leas Ard Runaí) |
| **Teideal Poist**  **/ Job Title:** | Ard Oifig Administrator |
| **Suíomh**  **/ Location:** | Ard Oifig, 44 Parnell Square, Dublin |
| **Tuarastal**  **/Salary:** | €37,000 PA |

**Príomhdhualgais phoist**

**/ Main job duties:**

• To manage, as part of the Ard Oifig team, administration specific to Ard Oifig; including correspondence, organising meetings, keeping accurate and up to date records

• Manage a database of party representatives

• Support the management of the party’s website, making sure content is up to date and accurate

• Support the wider organisation; work with party staff, structures and elected representatives in relation to party administration

• Maintain regular contact with party structures

• Assist, as part of the Ard Oifig team, the annual membership renewals process and support party structures in the same

• Assist in the registration and affiliation of all Cumann and Comhairle Ceantair

• Contribute to the management of key events, including the annual Ard Fheis

• Support the political administration team in Ard Oifig with general administration

• Ensuring, with the Data Protection Compliance Coordinator and the Data Protection Officer, full compliance with the GDPR and relevant legislation

• To support the Ard Runaí and Leas Ard Runaí as required

• Any other relevant tasks as required

**SONRAÍ PEARSANTA / PERSONAL SPECIFICATION**

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| **Critéir / Criteria** | **Riachtanach**  **/ Essential** | **Desirable** |
| Cáilíochtaí / Taithí Ábhartha  / Qualifications / Relevant Experience | 3rd level qualification or equivalent.  Minimum of 2 years’ experience working in a relevant position. | Knowledge and experience of Wordpress websites |
| Scileanna agus inniúlachtaí  / Skills and competencies  *.* | Excellent interpersonal and communication skills  Excellent IT skills particularly in the use of Microsoft office packages.  Ability to work as part of a team while also using his/her own initiative  A proven commitment to Sinn Féin, it’s policies and activism |  |