**– Fógra Poist / Job Advertisement –**

**Constituency Support Manager/ Organiser**

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| **Fostóir** **/ Employer:** | Chris Hazzard MP |
| **Teideal Poist****/ Job Title:**  | Constituency Support Manager/ Organiser |
| **Suíomh** **/ Location:** | **South Down**  |
| **Salary**  | £30,589 |

**Príomhchuspóir an phoist**

**/ Main purposes of the job:**

Tá Chris Hazzard MP ag earcú Bainisteoir Tacaíochta Toghcheantair / Eagraí.

Chris Hazzard Sinn Féin MP is currently recruiting a Constituency Support Manager / Organiser to be based within South Down.

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To apply for this position please complete the attached application form clearly

stating how you meet the required criteria for the post. CV’s will not be accepted.

Send completed application forms to daoineconsulting@outlook.com before 5pm on 20th March 2024.

**Príomhdhualgais phoist**

**/ Main job duties:**

* Freastal ar chlinicí agus ar chruinnithe eile de réir mar is cuí

Attending surgeries and other meetings as appropriate

* Anailís a dhéanamh ar fhiosruithe agus tuairiscí a dhéanamh

Analyse patterns of enquiries and produce reports

* Plé le gnáthfhiosruithe ó dhaoine sa mhórphobal

Dealing with standard queries from members of the public

* Dréachtaí a chumadh ar son daoine sa toghcheantar

Draft responses to constituents

* Láithreacht a fhorbairt ar na meáin shóisialta don toghcheantar agus poiblíocht a dhéanamh maidir le clinicí srl.

Establish a social media presence in the constituency and publicise surgeries etc.

* Eolas iomchuí a bhailiú chun cuidiú le cásanna a réiteach

Gathering relevant information to assist with resolving cases

* Taifead a choinneáil ar gach cás; monatóireacht a dhéanamh ar na cásanna sin agus é a chinntiú go ndéanfar gach gníomh a bhaineann leo a chur i gcrích.

Log all cases; monitor progress and ensure all identified actions are taken

* Taighde a dhéanamh ar chúrsaí áitiúla, réigiúnacha agus náisiúnta chun tacú le hobair an chomhalta

Research local, regional or national issues to support the Member's work

* An portfóilió cásoibre a bhainistiú agus a chur chun cinn de réir mar is cuí

Manage and progress portfolio of casework appropriately

* Anailís agus measúnú a dhéanamh ar eolas, agus tátal a bhaint as sin, lena chinntiú go bhfuil an comhalta ar an eolas faoi na hábhair thabhachtacha go mbeidh siad in ann freagraí a thabhairt

Analyse, evaluate and interpret data to ensure the Member is accurately informed on key issues and responds

* Taifid agus eolas a choinneáil ar bhonn rúnda agus de réir an Achta um Chosaint Sonraí

Retain records and information confidentially and in line with the Data Protection Act

* Ní liosta críochnúil atá le fáil sna dualgais thuasluaite leis an phost. Aithníonn siad na príomhfhreagrachtaí a shíltear a bheith ag baint leis an phost seo san am atá i láthair ann. Is féidir go n-athróidh na freagrachtaí sin.

These duties are not intended to comprehensively list the responsibilities of this post, but to indicate the main areas which at this stage appear to be the essential requirements and it may be subject to change.

**SONRAÍ PEARSANTA / PERSONAL SPECIFICATION**

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| **Critéir / Criteria** | **Riachtanach** **/ Essential** | **Inmhianaithe / Desirable** |
| Cáilíochtaí / Taithí Ábhartha/ Qualifications / Relevant Experience | At least two years’ experience in managing a team or organisational responsibility.  |  |
| Scileanna agus inniúlachtaí/ Skills and competencies*.* | Excellent verbal and written communication skills. Attention to detail.Project Management Skills. Ability to work on own initiative, as part of a team, and to a deadline. Full clean driving license or in the case of someone with a disability access to a suitable means of transport is needed. | A working knowledge of Gaeilge |