**Membership Administrator – Job Description**

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

**Príomhdhualgais phoist**

**/ Main job duties:**

• Manage Sinn Féin’s membership database; keep records up to date, process membership applications, manage access to the database and provide training for the same

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

• Manage, as part of the Ard Oifig team, the annual membership renewals process; provide regular reports on progress and support party structures

• Manage the registration and affiliation of all Cumann and Comhairle Ceantair

• Contribute to the management of key events, including the annual Ard Fheis, especially in relation to membership status and registration

• Oversee recruitment drives and campaigns; ensure these campaigns take place on a regular basis, both nationally and locally, and at opportune times

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

• To assist in the management of the party’s website and contribute to the development and upkeep of Sinn Féin’s website and membership portal

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

• Any other relevant tasks as required

**SONRAÍ PEARSANTA / PERSONAL SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **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 skillsExcellent IT skills particularly in the use of Microsoft office packages.Ability to work as part of a team while also using his/her own initiativeA proven commitment to Sinn Féin, it’s policies and activism  |  |