**Membership Administrator – Job Description**

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| **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**

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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 |  |