

# JOB DESCRIPTION – ACCREDITED PARLIAMENTARY ASSISTANT



MEP Aodhán Ó Ríordáin is recruiting an Accredited Parliamentary Assistant.

Based in Brussels you will be responsible for managing Team Ó Ríordáin, and setting and delivering on the political strategy of MEP Ó Ríordáin over his five year term. This is an exciting opportunity for someone with a keen interest in politics, who wishes to develop their skills and experience in public life.

The right candidate must be able to think strategically, have outstanding interpersonal skills, respond to political developments quickly and deliver key objectives and tasks under tight deadlines.

## Accredited Parliamentary Assistant

<b>Title</b>	Accredited Parliamentary Assistant
<b>Reports to</b>	MEP
<b>Location</b>	Brussels
<b>Job purpose</b>	The Accredited Parliamentary Assistant (APA) will lead the MEP Team in Brussels and Dublin and be responsible for setting and delivering on the political strategy of MEP Ó Ríordáin over his five year term.
<b>Key responsibilities</b>	<ul style="list-style-type: none"><li>• Lead and manage Team Ó Ríordáin, ensuring every team member is clear on their roles and responsibilities, delivering on same and ensuring good communication between team members.</li><li>• Identify key political priorities for MEP Ó Ríordáin, and develop strategies around how these will be delivered.</li><li>• Provide political advice to MEP Ó Ríordáin.</li><li>• Support MEP Ó Ríordáin on policy and political direction for his Committees, in particular his main committee.</li><li>• Draft amendments for legislative and non-legislative dossiers for Committee and Plenary.</li><li>• Prepare voting lists for MEP Ó Ríordáin.</li><li>• Prepare speeches and create communications for media and digital media channels.</li><li>• Work closely with the S&amp;D Group Advisors and Staff of MEP's on Committee Files/Reports.</li></ul>

	<ul style="list-style-type: none"> <li>• Accompany and represent MEP Ó Ríordáin's position at shadow/technical meetings.</li> <li>• Apply for speaking/question time in both Committee and Plenary.</li> <li>• Gather relevant information and carry out policy research, coordinate with organisations and groups in Ireland and the EU relating to the work of his Committees.</li> <li>• Support team members in responding to constituency/EU emails and media briefings related to the assigned committees.</li> <li>• Support in other duties as assigned by MEP Ó Ríordáin.</li> </ul>
<b>Essential skills and experience</b>	<ul style="list-style-type: none"> <li>• Management experience, including the ability to manage up in a remote environment.</li> <li>• A working knowledge of the European Parliament.</li> <li>• Proven negotiation skills</li> <li>• Excellent Presentation skills</li> <li>• Prior experience working in an office of an elected representative.</li> <li>• Ability to work in a fast-paced, deadline-driven environment with unpredictable hours, and juggle multiple projects at once.</li> <li>• Serving as a team player for time sensitive situations.</li> <li>• Hold a strong commitment to MEP Ó Ríordáin's goals.</li> </ul>
<b>The following would also be beneficial</b>	<ul style="list-style-type: none"> <li>• Experience in campaigning for a political, advocacy or non-profit organisation.</li> <li>• Project management experience</li> <li>• Ability to research and read poll data.</li> <li>• A working knowledge of a second language.</li> </ul>

### Terms & Conditions

The salary for this role is commensurate with experience. MEP Ó Ríordáin is an equal opportunities employer that encourages all staff to join a trade union.

### Applications

- Applications must be submitted to [jobs@labour.ie](mailto:jobs@labour.ie) by Monday 1 July 2024. CVs should be no longer than two pages, accompanied by a cover letter no longer than one page.
- Both documents must be in one single PDF file, and titled 'FIRSTNAME SURNAME – APA'. Failure to submit in this format will lead to disqualification.
- Applicants who are short-listed must be available for interview on the week beginning 8 July 2024.