

CAMPAIGNS AND COMMUNICATIONS ASSISTANT

Senator Laura Harmon is recruiting a Campaigns and Communications Assistant (part-time - 20.5 hours with up to 4 hrs OT a week). This role will be based in Cork City with the ability to request remote working as part of a hybrid working arrangement. Occasional travel to Leinster House in Dublin will be required.

Title: Campaigns and Communications Assistant

Reports to: Senator Laura Harmon

Location: Cork City with occasional travel to Dublin.

Job purpose: Supporting the work of Senator Laura Harmon across a range of communications channels, and with local and national campaigns.

Key responsibilities:

Media and Developing Materials

- Drafting press releases and statements.
- Developing content with the Senator for the production of high-quality, newsletters, leaflets and letters.
- Supporting Seanad work including assisting with the preparation of points for speeches and statements.
- Maintaining a database of local and media contacts.

Digital Campaigning:

- Clipping videos of the Senator speaking in Oireachtas for social media use (training will be provided if necessary).
- A good knowledge of social media applications.
- Experience in creating videos for social media.
- The ability to analyse the performance of social media posts and ads to determine if they are reaching key audiences.
- Creative and new ideas will be encouraged in relation to social media content and campaigns.

Supporting Senator Harmon's Campaign work:

- Developing messaging with the Senator, including in relation to her spokesperson role of Further and Higher Education, Research, Innovation and Science; Disability.
- Organising and promoting public events in Cork City with the Senator.
- Assisting the Senator in conducting surveys and focus groups.
- Working with the Senator to build connections with local and national organisations and student groups.

Essential skills and experience:

- Excellent inter-personal and communication skills, and an ability to work as part of a dynamic team and on their own initiative.
- Strong writing and can work to a tight deadline.
- A good eye for detail and can summarise complex information.
- Capacity to exercise judgement, discretion, and initiative within a politically sensitive environment.
- Experience of social media applications (e.g. Meta, TikTok)
- Strong IT skills (Microsoft Office suite – Outlook, Word and Excel) and an eagerness to learn new systems.
- Understands the issues facing communities in Cork City.
- A self-starter who is flexible and comfortable working in an ever-changing political environment.
- Believes in building a fairer and more sustainable Ireland.
- A commitment to the values of the Labour Party

The following would be beneficial but not essential as training can be provided in various platforms:

- Experience in a political, advocacy or non-profit organisation.
- Knowledge of Meta Ad manager.
- Knowledge of video creation and editing software (eg. CapCut).
- Ability to use graphic design tools (eg. Canva).
- Ability to use MailChimp.

The starting salary for this position is approx. €25,000 (inclusive of up to 4 hours of overtime a week) aligned with the Oireachtas Administrative Assistant pay scale, with annual salary increments and further increases due under the public service pay agreement up to 2026. Pay rates are set by the Houses of the Oireachtas and cannot be varied by individual Senators.

Applications must be submitted laura.harmon@oireachtas.ie by 5pm on Monday, March 31st. CVs should be no longer than two pages and must be accompanied by a cover letter no longer than one page. Both documents must be in one single PDF file and the subject line of the PDF and email titled 'FIRSTNAME SURNAME –CAMPAIGNS '.

Candidates should be available for interview the week beginning April 7th.