

PARLIAMENTARY ASSISTANT TO MEMBER OF DÁIL ÉIREANN

JOB SPECIFICATION

Purpose:

To provide research, speech writing, media / PR and to act as the member's representative at meetings/events as appropriate.

Duties of role:

1. Research in relation to Dáil business, policy matters and current issues.
2. Drafting of position papers and speeches, as required.
3. Dealing with media queries and public relations issues.
4. Political Work (e.g. co-ordinating with party reps, other members and Party HQ).
5. Parliamentary functions (e.g. managing Parliamentary Questions, amendments and adjournments, as required).
6. Representing the member at meetings/events and arranging meetings/events as required.
7. Constituency functions (e.g. managing complex/non-routine queries from constituents and progressing queries through the appropriate channels).
8. Such other related and appropriate duties as may be assigned by the member.

A customer orientated approach is required in all aspects of the work. ICT skills are desirable.