

## **Eoin Hayes TD: Administrative Assistant & Parliamentary Assistant (<https://www.activelink.ie/node/113232>)**

### **I'm Hiring!**

#### **New year, new you? Come work in Dáil Éireann!**

I'm hiring for 2 staff roles in Leinster House (an Administrative Assistant and a Parliamentary Assistant – both job descriptions below), as part of building a strong office team for constituency and parliamentary work on behalf of the people of Dublin Bay South. See more below!

### **Administrative Assistant (Full-time)**

**Employer:** Eoin Hayes TD

**Job Title:** Administrative Assistant

**Location:** Dublin

**Job Type:** Full-Time Monday – Friday

**Salary Band:** Administrative Assistant Salary Band €40,361.23 – €55,601.96.

**Closing Date for Applications:** Sunday, 26 January 2025

### **Position Overview**

This is an exciting and demanding role at the heart of Irish politics with a new TD determined to improve the lives of the citizens of the Irish Republic. Eoin Hayes TD was first elected to Dáil Éireann at the 2024 General Election for the Social Democrats in Dublin Bay South at his first attempt. He is seeking to build a dynamic staff team for the constituency and for his parliamentary work as a member of the Oireachtas at Leinster House in Dublin 2.

The core mission of the Administrative Assistant role is to enable Eoin Hayes to provide excellent public representation to his constituents through exceptional administration of his office. The role will require exemplary organisational skills and a strong service mentality.

All applicants should have values aligned with the principles and ethos of Social Democracy and a strong belief in the capacity of progressive politics to positively impact peoples' lives.

### **Role Requirements:**

The Administrative Assistant role is responsible for:

- Fielding all inbound and outbound correspondence (post, email, social media, and other) to the TD's office
- Managing the TD's calendar and organising events and meetings for the TD, including tours of Leinster House for constituents
- Managing the records of the office, including databases, financial records, constituent case files, and parliamentary business with utmost care for confidentiality
- Leading and managing the physical office equipment, supplies, and materials
- Managing social media accounts, email marketing, the website, and graphic design
- Being primary manager and point of contact for constituent queries, requests, and casework, including obtaining full and accurate details of the problem, contacting the relevant state body or organisation, coordinating with other local representatives or local representative groups, and communicating the progress to the constituent
- Connecting the TD with constituents and the public through digital organising in social media distribution and content development, including via various channels, email marketing, the website, and innovative technological platforms
- Co-developing literature for constituents and the wider public on issues of both national and local importance
- Collaborating with the Parliamentary Assistant and TD on conducting research, preparing speeches, drafting statements, and formulating Parliamentary Questions
- Liaising and developing relationships with internal Dáil Éireann functions, offices of other parliamentarians, party officials, external stakeholders, and other progressive individuals and organisations, as applicable

- Where required, representing the TD at meetings he is unable to attend
- Providing ongoing administrative support
- Any such other related and appropriate duties as may be assigned by the TD

### **As such the following skills and competencies are highly desirable:**

- Expert proficiency in English, including excellent written communications skills
- High attention to detail and exceptional organisational skills
- Strong work ethic and good time management with an exceptional ability to manage and prioritise tasks, multitask, and follow-up
- Strong interpersonal skills, in particular in dealing with members of the public
- Strong ability to collaborate closely with other members of the team and contributing to a strong team environment
- Good understanding of and skills in social media (content development and distribution), video editing software, email marketing, website management, and graphic design
- Understanding of the constituency and issues facing communities in Dublin Bay South and willingness to learn and keep up-to-date
- Ability to learn quickly
- In addition to English, it is preferred that applicants have proficiency in Irish and/or any other languages

### **All qualified applicants will need to demonstrate the following at a minimum:**

- Strong proficiency with a PC, Microsoft Office (Word, Excel & Outlook), and Google Workspace
- Minimum 1 year experience in an office environment
- Previous experience in a similar administrative role

### **Please also note:**

- The list of duties set out in this job description is not to be regarded as exclusive or exhaustive. The employee is required to be flexible and to undertake such other duties as may reasonably be assigned to him or her by the employer (Eoin Hayes TD), including occasional travel for constituency-based work
- It is important to note on applying for this position that the Administrative Assistant contract is subject to end when an election is called and can only be renewed after an election in which the TD is returned
- Any successful new occupant of the role will start at Point 1 on the Administrative Assistant Salary Band (€40,361.23); these pay scales are set out by the Houses of Oireachtas (see more [here](https://www.oireachtas.ie/en/members/salaries-and-allowances/scheme-for-secretarial-assistance/) (<https://www.oireachtas.ie/en/members/salaries-and-allowances/scheme-for-secretarial-assistance/>)), not the individual TD
- Overtime is available

### **Application:**

Email [eoin.hayes@oireachtas.ie](mailto:eoin.hayes@oireachtas.ie) (<mailto:eoin.hayes@oireachtas.ie>) with your CV and cover letter, telling us a little more about yourself, why you are interested in this role, and why you believe you would be a good fit.

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## **Parliamentary Assistant (Full-time)**

**Employer:** Eoin Hayes TD

**Job Title:** Parliamentary Assistant

**Location:** Dublin

**Job Type:** Full-Time Monday – Friday

**Salary Band:** Parliamentary Assistant Salary Band €47,483.00 – €59,819.00

**Closing Date for Applications:** Sunday, 26 January 2025

### **Position Overview**

This is an exciting and demanding role at the heart of Irish politics with a new TD determined to improve the lives of the citizens of the Irish Republic. Eoin Hayes TD was first elected to Dáil Éireann at the 2024 General Election for the Social Democrats in Dublin Bay South on his first attempt. He is seeking to build a dynamic staff team for the constituency and for his parliamentary work as a member of the Oireachtas at Leinster House in Dublin 2.

The core mission of the Parliamentary Assistant role is to enable Eoin Hayes to provide excellent public representation through unique contributions to parliamentary business and national politics. The role will require an exceptional ability to adeptly support parliamentary and political work with a strong service mentality. The role will be of particular interest to applicants interested in serving at the vanguard of progressive economic reform, political & constitutional reform, and the core challenges in climate and energy policy in Ireland.

All applicants should have values aligned with the principles and ethos of Social Democracy and a strong belief in the capacity of progressive politics to positively impact peoples' lives.

## **Role Requirements:**

The Parliamentary Assistant role is responsible for:

- Supporting and managing the parliamentary business of the TD, including managing Parliamentary Questions, amendments, adjournments, Oireachtas committee hearings, and Dáil debates, as required
- Liaising and developing relationships with internal Dáil Éireann functions, offices of other parliamentarians, external stakeholders, and other progressive individuals and organisations
- Supporting the TD's political work, including co-ordinating with other members of the Oireachtas, local politicians, and party staff and officials, as applicable
- Conducting research in relation to policy matters, Dáil business, and current affairs, including drafting of briefing notes and speeches, as required
- Supporting public communications, media queries, media appearances, and public relations activities
- Connecting the TD with constituents and the public through digital organising in social media distribution and content development, including via various channels, email marketing, the website, and innovative technological platforms
- Co-developing literature for constituents and the wider public on issues of both national and local importance
- Supporting constituency work, including managing more complex/non-routine queries from constituents and progressing queries through the appropriate channels
- Capturing the records of the office, including in databases, financial records, constituent case files, and parliamentary business with utmost care for confidentiality
- Where required, representing the TD at meetings he is unable to attend
- Providing ongoing political and parliamentary support
- Any such other related and appropriate duties as may be assigned by the TD

## **As such the following skills and competencies are highly desirable:**

- Expert proficiency in English, with excellent grammar a must
- Exceptional research and analysis (qualitative and quantitative) skills
- Exceptionally skilled written communicator and speech-writer
- High attention to detail
- Strong work ethic and time management with an exceptional ability to manage tasks and projects independently
- Strong interpersonal skills, in particular in dealing with members of the public, politicians and people working in politics and the media, and lobbying organisations
- Strong ability to collaborate closely with other members of the team and contributing to a strong team environment
- Good understanding of and skills in social media (content development and distribution), video editing software, email marketing, website management, and graphic design
- Strong knowledge and understanding of the Irish political system, the workings of political parties and the Irish electoral system
- Good understanding of public policy, the legislative process, and skills in drafting amendments, adjournments, and parliamentary questions
- Understanding of the constituency and issues facing communities in Dublin Bay South and willingness to learn and keep up-to-date
- Ability to learn quickly

## **Bonus points for:**

- Proficiency in Irish and/or any languages other than English
- Strong understanding of policy areas of political economy & the State's finances, political and constitutional reform, and/or climate & energy

## **All qualified applicants will need to demonstrate the following at a minimum:**

- Strong proficiency with a PC, Microsoft Office (Word, Excel & Outlook), and Google Workspace

- Minimum 2 years work experience, including at least 1 year within a relevant policy/research/communications role.

### **Please also note:**

- The list of duties set out in this job description is not to be regarded as exclusive or exhaustive. The employee is required to be flexible and to undertake such other duties as may reasonably be assigned to him or her by the employer (Eoin Hayes TD), including occasional travel for constituency-based work
- It is important to note on applying for this position that the Parliamentary Assistant contract is subject to end when an election is called and can only be renewed after an election in which the TD is returned
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- Overtime is available

### **Application:**

Email [eoin.hayes@oireachtas.ie](mailto:eoin.hayes@oireachtas.ie) (<mailto:eoin.hayes@oireachtas.ie>) with your CV and cover letter, telling us a little more about yourself, why you are interested in this role, and why you believe you would be a good fit.

#### **Region**

Dublin

#### **Date Entered/Updated**

20th Jan, 2025

#### **Expiry Date**

26th Jan, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/interest-groups/113232-eoin-hayes-td-administrative-assistant-parliamentary-assistant>