

MARIA

WALSH

Member of the European Parliament
EPP Group | Fine Gael

FINE GAEL



   @mariawalsh

Maria Walsh MEP is hiring a **Constituency Manager** to work with her supporting her constituents across Midlands-North-West. The successful applicant will be required to travel throughout the constituency and have the ability to work from home. The duration of the contract is linked to the duration of the current European Parliament.

Start Date: January 2022.

Position: Constituency Manager.

Location: Midlands-North-West Constituency/Working from Home, with some travel to Brussels, Belgium.

Salary: Depending on Experience.

Probation: 6 months.

Closing Date: 6pm, Tuesday 30th November 2021.

Job Description

Reporting to Maria Walsh MEP and working closely with Team Walsh in Brussels, Strasbourg and across the 13 counties of Midlands-North-West. The Constituency Manager contributes to ensuring that MEP Walsh's profile locally and nationally is prominent over her term as an MEP. The Constituency Manager needs to deliver strategically and operationally.

- Run day-to-day office and administration support for MEP Walsh. This includes diary organisation, setting up meetings with constituents/organisations.
- Respond to all constituency correspondence and organise clinics across the constituency.
- Liaise with all Fine Gael Public Representatives on a regular basis.
- Identify events, meetings and organisations that relate to MEP Walsh's objectives and organise collaborations.
- Represent MEP Walsh at meetings, and other functions, as required.
- Work with Team Walsh by researching policy and preparing letters, articles and speeches.

Communications:

- Take a lead in rolling out initiatives identified to improve constituency engagement.
- Manage and support digital communications, including capturing images and video for social media updates.

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- Highlight to MEP Walsh important news by researching local and national media.
- Produce a newsletter of activities for Fine Gael and constituents. Build and update the MEP Walsh database.
- Update www.mariawalsh.eu to ensure constituents stay informed.

Event Management:

- Plan, organise and operate constituency events and meetings that promote and expose MEP Walsh. These can be Constituency wide events to smaller more intimate briefings
- Organise an active and engaging schedule across the 13 county constituency.
- Co-ordinating all group tours to the European Parliament to ensure a professional itinerary is prepared.

Other Responsibilities:

- Liaise with Fine Gael HQ and other party members and staff as required.
- Other such related duties as may be assigned.

Skills, Experience, Requirements

- Prior experience in managing an office.
- Full clean driving license (Essential).
- Ability to work in a fast-paced, deadline-driven environment with unpredictable hours, and juggle multiple projects at once;
- Ability to work both independently and as a team member in a busy office with personal enthusiasm, optimism, and a sense of humour;
- A passion for progressive causes;
- Strong commitment to the MEP Walsh's goals and mission.

Applications to include a cover letter and CV (PDF) should be emailed to maria@mariawalsh.eu to arrive no later than 6pm, Tuesday 30th November 2021.

All applications will be treated with the strictest confidence.

Maria Walsh MEP is an equal opportunities employer.