

Association Support Officer

Farm Tractor & Machinery Trade Association (FTMTA)

Location: Naas, Co. Kildare

Reporting To: Executive Director

Contract: Initial 12-Month Fixed-Term Contract

The Farm Tractor & Machinery Trade Association (FTMTA) is the representative body for the farm machinery industry in Ireland. We represent manufacturers, importers, distributors, dealerships and service providers operating throughout the agricultural machinery sector across the island of Ireland.

Due to the continued growth of the Association and increasing demand for our services, we are seeking an enthusiastic and motivated individual to join our team.

This is a varied and rewarding role offering hands-on experience across industry events, member engagement, communications, training programmes and association management. Working within a small and dynamic team, the successful candidate will gain valuable industry exposure while contributing to the day-to-day activities of the Association.

The position is offered on an initial 12-month contract. For the right candidate, there may be opportunities for longer-term career development within the Association.

The Role

The successful candidate will work closely with the Executive Director, Membership Relations officer, Executive Council and various committees to support the activities of the Association.

A key part of the role will involve assisting with the planning and delivery of FTMTA events, exhibitions, training programmes and member activities. The successful candidate will also contribute to communications, member engagement initiatives and general association operations.

Key Responsibilities

Events & Exhibitions

- Assist with the planning, organisation and delivery of FTMTA exhibitions, conferences, training programmes and member services.
- Coordinate event logistics including registrations, venues, accommodation and communications.
- Support exhibitor, sponsor and attendee engagement.
- Assist with the preparation and delivery of machinery shows and industry events.
- Provide on-site support at exhibitions, conferences and member events.

Communications & Member Engagement

- Assist with the management of the Association's website, social media channels and digital communications.
- Support the production of newsletters, member updates and promotional materials.

- Help promote FTMTA activities, services, events and industry initiatives.
- Assist in maintaining positive relationships with members and stakeholders.
- Participate in member visits, meetings and industry events as required.

Association Support

- Maintain member, stakeholder and event databases.
- Assist with training course administration and member services.
- Support surveys, research projects and industry information gathering.
- Assist with the preparation of reports, presentations and briefing materials.
- Provide general administrative and operational support to the Association team.

Knowledge, Experience & Qualifications

- A qualification in agriculture, agricultural engineering, business, marketing, communications or a related discipline would be advantageous.
- Strong communication, organisational and interpersonal skills.
- Excellent attention to detail and ability to manage multiple priorities.
- A positive attitude, willingness to learn and ability to work as part of a small team.
- Proficiency in Microsoft Office applications.
- Interest in agriculture, machinery, manufacturing or agribusiness would be beneficial.
- Full clean driving licence and access to own transport.

What We Offer

- A varied role with exposure to Ireland's farm machinery and agribusiness sector.
- Opportunities to work on major exhibitions, events and training programmes.
- Professional development within a small and supportive team.
- Competitive salary, travel expenses, laptop and phone.
- Potential for longer-term career opportunities within the Association.

This is an exciting opportunity for a motivated individual who wishes to develop their career while contributing to one of Ireland's most dynamic agricultural sectors.

To Apply

Please send your CV and a short covering email outlining your interest in the role to:

michael.farrelly@ftmta.ie

Closing date Friday the 24th of July 2026