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##### Application Form for the Post of

**Women’s Health Officer**

In order to be considered for the post of Women’s Health Officer with the National Women’s Council, candidates must submit this completed application form to be received **by midnight on Tuesday, June 10th, 2025**. Applications to be emailed to Susan McCormack, with the subject title “Women’s Health Officer”: susanmcc@nwci.ie

We are looking for you to join the team based in Dublin. We work a hybrid model, with at least two days a week in the office. This post is full time (5 days a week/35 hours). This position is initially for a 12-month fixed term contract.

Candidates should note that salary will not be subject to negotiation. Successful candidate will commence on first point of the scale. The salary for this position is €38,873 per annum.

Selection will be based on the information in the application form alone and CVs will not be considered.

**PERSONAL DETAILS**

**NAME:**

**ADDRESS:**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TELEPHONE**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RELEVANT EDUCATION AND TRAINING HISTORY**

A relevant third level degree or equivalent third level qualification:

**PRESENT (or if unemployed most recent) EMPLOYMENT – This post requires at least 3 years’ experience in a similar role in a Non-Governmental Organisation (NGO) or other relevant sector/role (e.g. health, policy, research, campaigns, etc.)**

**Name and Address of employer**

**Post held:**

**Duties of Post:**

**Date Appointed: \_\_\_\_\_\_\_\_\_\_\_Period of notice: \_\_\_\_\_\_\_\_**

**PREVIOUS WORK EXPERIENCE**

Please list, starting with the latest, any relevant previous positions you have held, with a brief description of duties and dates.

**Employer:**

**Post held:**

**Duties of Post:**

**Period of Employment:**

**Reason for leaving:**

**Employer:**

**Post held:**

**Duties of Post:**

**Period of Employment:**

**Reason for leaving:**

**Employer:**

**Post held:**

**Duties of Post:**

**Period of Employment:**

**Reason for leaving:**

**OTHER INFORMATION**

Are you willing to undertake training relevant to the post?

Yes No

If appointed, when can you commence employment?

I already have a legal right to work in Ireland

Yes No

I will require a work permit

Yes No

**RELEVANT COMPETENCIES FOR THE POST**

*The job description shows qualifications, experience and skills required or desirable to be able to carry out the responsibilities of this post. Please therefore address all these elements as listed in table below, drawing upon all of your experience, whether in paid employment or in a voluntary capacity. Please add additional space as necessary*

**PROFESSIONAL KNOWLEDGE EXPERIENCE AND SKILLS – Please limit each answer to no more than 200 words**

|  |
| --- |
| Clear understanding of and commitment to a feminist ethos  |
| Demonstrable knowledge and understanding of the specific health needs of women in all their diversity in the Irish context |
| Excellent communication and interpersonal skills, with the ability to tailor communication to different audiences and formats |
| Ability to work independently, in a fast-paced environment and within competing deadlines  |
| Experience of managing relationships with different stakeholders, working as part of a team and using collaborative and partnership approaches  |
| Ability to manage projects/programmes and delivery of results |
| Demonstrable experience of policy development and the production of high-quality research reports or policy submissions.  |

**PLEASE DESCRIBE IN 200-300 WORDS WHY YOU ARE A GOOD FIT FOR THIS POSITION**

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| --- |
|  |

### REFEREES

**Please give the names, addresses and phone numbers of two referees (one should be a current or most recent employer):**

|  |  |
| --- | --- |
|  |  |

#### **DECLARATION** I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.

Signature:

Date:

The closing date for receipt of completed and signed application form is **midnight June 10th, 2025.**

**Late applications will not be reviewed.**

**Interviews will take place on the week beginning June 23rd 2025 – likely June 24th or 25th – in person in NWC’s office, 100 North King Street, Dublin 7.**