##### In partnership with Community Work Ireland



##### Application Form for the Post of

**Project Officer**

**Women’s Climate + Environment Action Project**

To be considered for the post of **Project Officer** with the National Women’s Council in partnership with Community Work Ireland, candidates must submit this application form by email to susanmcc@nwci.ie marked **Project Officer** to be received by midnight 13th January 2023.

Please note a CV **is not required** and should not be submitted.

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

**PERSONAL DETAILS**

**NAME:**

**ADDRESS:**

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**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**

**Name and Address of employer**

**Post held:**

**Duties of Post:**

**Date Appointed: Period of notice required:**

**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:**

**RELEVANT COMPETENCIES FOR THE POST**

*The job description shows qualifications, experience, skills and attributes 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 COMPETENCIES, SKILLS and ATTRIBUTES – Please limit each answer to no more than 300 words**  |
| Experience of working in large projects, with complex activity schedules with a variety of stakeholders. |
| Community development skills and experience. |
| Negotiation and problem solving skills. |
| Relationship management. |
| Demonstrably excellent oral, written and digital communications skills. |
| Ability to represent the project in a variety of external contexts. |
| Experience of partnership working, with demonstrable ability to build strategic alliances to support achievement of policy asks. |
| Ability to contribute to feminist community work climate + environment policy & action. |
| Understanding feminist community work climate + environment policy & actionCommitment to community development values and processes. |
| Commitment to social justice and equality for women. |
| Striving to improve personal performance. |
| Commitment to self-development. |

**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:

**NWC is an equal opportunities employer and *strongly* welcomes applications from all interested parties including people from diverse backgrounds and under-represented groups including ethnic minority groups and disabled people. NWC offers a number of flexible working arrangements.**

**This is a full time position, 35 hours, 5 days per week. NWC work in a hybrid system of remote/Dublin office/in person working. All staff must work from the office Tuesday and Wednesdays but this could be more days depending on role.  Contract is for a period of 2.5 years.**

**Salary Scale: Officer. The salary for the position of Co-ordinator is €37,000** pro rata**. Candidates should note that salary will not be subject to negotiation.**

**The closing date for receipt of completed and signed application forms is midnight on 13th January 2023**

**Late applications will not be reviewed.**

**Interviews are scheduled to take place in the week of 30th January 2023**