

**National Women's Council in Partnership with Community Work Ireland
Feminist Communities for Climate Justice project**

Job Description

Job Title: Project Officer - Feminist Communities for Climate Justice

Responsible to: Feminist Communities for Climate Justice Project Co-Ordinator

Main Purpose of the Role

The Project officer will play a key role in implementing the joint National Women's Council (NWC)/Community Work Ireland (CWI) project **Feminist Communities for Climate Justice**. This exciting new project will develop a feminist community work approach to climate justice, based on the principles of feminism, community development, climate justice and sustainable development. The Officer will work with the Co-ordinator in the development, implementation, delivery and communication of the project. The Officer will support Project structures including a capacity building training programme, a Project Advisory Group and a Communities for Climate Justice National Network.

Role

This role will include policy development and analysis, alliance building, capacity building, training, communications, event management and campaigning.

Principal Duties:

1. Support the Feminist Communities for Climate Justice Project Co-ordinator in implementing the project through working on key areas set out in the role description.
2. Support the Project Coordinator in the analysis and overview of the external political, economic and social environment relating to feminist community work climate justice policy and campaigns
3. Develop evidence-based policy papers and submissions on feminist community work climate justice
4. Support the development of tools and resources including toolkits in accordance with the Project plan
5. Design and deliver consultations with Project partner members and consultations with community work and women's organisations on issues related to feminist community work climate justice
6. Develop public engagement and mobilisation messaging and content for the media, NWC and CWI members and supporters on social media, with the Project Co-ordinator and Communication Team
7. Develop feminist community work climate justice content with the Project Co-ordinator
8. Organise feminist community work climate justice events, including seminars, webinars, workshops, roundtables and/or launches
9. Represent the project at external events.
10. Provide administrative and secretariat support to project structures, including the Project Advisory Group and Communities for Climate Justice Network.
11. Provide administrative support to all project actions
12. Participate in NWC team meetings and regular performance management meetings with the Project Co-ordinator

13. Support the preparation of monthly reports for NWC Director and the project management team
14. Undertake such duties as may reasonably be assigned from time to time

Competencies (skills and experience)

- A relevant third level degree or equivalent third level qualification
- A minimum of 3 years' experience working in a similar role
- Experience of working in large projects, with complex activity schedules with a variety of stakeholders
Community development skills and experience
- Negotiation and problem solving
- Relationship building and management
- Demonstrate 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 justice policy and campaigns

Attributes

- Have an understanding of feminist community work climate justice policy & campaigns
- Commitment to community development values and processes
- Commitment to social justice and equality for women
- Striving to improve personal performance
- Commitment to self-development