



National Women's Council in Partnership with Community Work Ireland

Building a Feminist Community Work Approach to Climate Action Project Job Description

Job Title: Project Officer - Building a feminist community work approach to climate action.

Responsible to: Women's Climate + Environment Action 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 **Building a Feminist Community Work Approach to Climate Action Project**. 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 Project Advisory Group and a Communities for Climate Justice Network.

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

Principal Duties:

1. Support the Community Climate + Environment Action Project Co-ordinator in implementing the **Building a Feminist Community Work Approach to Climate Action Project**
2. Provide administrative and secretariat support to project structures, including the Project Advisory Group and Communities for Climate Justice Network.
3. Provide administrative support to all project actions

4. Develop evidence-based policy papers and submissions on feminist community work climate + environment action
5. Support the development of tools and resources including toolkits in accordance with the Project plan
6. Design and deliver consultations with Project partner members and consultations with women on issues related to feminist community work climate + environment action
7. With the Community Climate + Environment Action Project Co-ordinator and Communications Team, develop public engagement and mobilisation messaging and content for the media, our members and supporters on social media.
8. With the Community Climate + Environment Action Project Co-ordinator develop feminist community work climate + environment action content for websites, webpages
9. Organise feminist community work climate + environment action events, incl. seminars, workshops, roundtables and/or conferences.
10. Represent the project at external events.
11. Provide secretarial and administrative support for project working groups
12. Participate in NWC team meetings and regular performance management meetings with the Community Climate + Environment Action Co-ordinator.
13. Support preparation of monthly reports for Director and 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 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 + environment policy & action.

Attributes

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