



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 Co-ordinator - Building a feminist community work approach to climate action.

Reporting to: NWC Head of Campaigns and Mobilisation

Responsible to: Project Management Group

Main Purpose of the Role

The project Co-ordinator will implement the joint National Women's Council (NWC) Community Work Ireland (CWI) project **Building a Feminist Community Work Approach to Climate Action**. This exciting new project will develop a Feminist approach to Climate Action, based on the principles of feminism, community development, climate justice and sustainable development. The Co-ordinator will lead the development, implementation, delivery and communication of the project in accordance with the Project proposal. This will include strategic analysis, capacity building, training, communications, campaign development, network development, lobbying, and negotiation with a particular emphasis on building alliances in the community, local, statutory and non-statutory sectors to advance the Project. The project Co-ordinator will report to the Project partners, CWI and NWC. They will develop and support project structures to ensure its success, including a Project Advisory Group and a Communities for Climate Justice Network. The Co-ordinator will proactively include the full diversity communities into the Project with a strong emphasis on ensuring diversity of women.

Principal duties:

1. **Develop, manage and co-ordinate the implementation of the Building a Feminist Community Work Approach to Climate Action Project in accordance with the Project Plan.**
2. Lead the development of a feminist community work approach to Climate Action and associated training and policy development.
3. Take a leadership role in building and maintaining strategic relationships and alliances with key stakeholders and increasing the visibility of the Project
4. Develop and support Project structures, including the Project Advisory Group and Communities for Climate Justice Network.
5. Co-ordinate the development of the Communities for Climate Action Training Programme including appropriate accreditation with Maynooth University.
6. Prepare appropriate policy positions, policy materials and associated submissions.
7. Coordinate the development of tools and resources including toolkits in accordance with the Project plan
8. Represent the Project in a variety of external contexts, both at local, national and international level and act as lead spokesperson on relevant policy areas.
9. Maintain an overview and analysis of the external political, economic and social environment as it relates to feminist community work climate + environment policy & action
10. Manage project staff
11. Develop and manage working groups in relation to the project
12. Coordinate event management of seminars, workshops, roundtables or conferences on issues relating to the project
13. Support the development of the project communications and media strategy, proactively identify and provide key messages and communication opportunities relevant to the policy area, supply information for press releases, engage in social media strategy, act as a spokesperson and update digital content on relevant areas.
14. Develop and implement project dissemination and legacy strategies.
15. Identify and progress additional funding opportunities to advance the project

16. Participate in regular performance management meetings with the Head of Campaigns & Mobilisation, produce a monthly report for the Director and report to the NWC board and project management team as required.
17. Undertaking such duties as may reasonably be assigned from time to time by the Head of Campaigns & Mobilisation and/or the NWC Director, including assisting with the organisation of NWC events.

Competencies (skills and experience)

- A relevant third level degree or equivalent third level qualification
- Minimum 5 years' relevant professional experience
- Ability to manage large projects, including large programme budgets and complex activity schedules with a variety of stakeholders
- Strong community development analysis, skills and knowledge
- Demonstrate excellent oral, written and digital communications skills
- Ability to represent the Project in a variety of external contexts, both at local, national and international level and act as lead spokesperson for both project partners on the relevant area
- Ability to build a supporter base for the work inclusive of all sectors of society.
- Ability to maintain ongoing analysis of the external environment as it relates to feminist community work, climate + environment policy & action, gender, equality, the community sector and the political, economic and social environment.

Attributes

- Have an excellent understanding of policy on feminist, community work climate + environment action, and knowledge of emerging trends and best practice on a national and international level
- Demonstrable understanding of and support for community development, climate justice, sustainable development and Just Transition
- Commitment to feminist and community development values and processes, including commitment to social justice and equality for women

Striving to improve prebuilding a feminist community work approach to climate action.

- Governance of project

- Commitment to self-development