



National Women's Council of Ireland

Job Description

Job Title: Women's Health Officer

Responsible to: Women's Health Co-ordinator

The aim and purpose of the job:

The Women's Health Officer will promote NWCI's work on Women's Health and Wellbeing in line with our Strategic Plan 2016-20. In particular, the Officer will progress the objectives of our Health Service Executive (HSE) funded programme for Women's Health, with a particular focus on engagement with women to support development of the Women's Health Action Plan, promotion of women's physical and mental health needs and advocacy to tackle health inequalities between groups of women. This role will include event management, policy development and alliance building.

Key Areas of Responsibility:

1. Support the Women's Health Co-ordinator to advance women's physical and mental health, in consultation with NWCI's membership.
2. Support work with the Department of Health and the HSE to develop a Women's Health Action Plan, in line with the commitments in the *National Strategy for Women and Girls*.
3. Assist NWCI in establishing links with health-related organisations and agencies, both statutory and non-statutory.
4. Organise women's health-related events, seminars, workshops, roundtables and/or conferences.
5. Organise a programme of health consultations with women and health staff across the country.
6. Develop and implement creative approaches to working with women and health service staff to communicate our policies on women's health.
7. Prepare policy positions, submissions, presentations, briefings and information materials on women's health issues.
8. In liaison with the Communications and Policy Teams, develop women's health messaging for the media and for our members and supporters on social media.
9. Provide secretarial and administrative support for NWCI working groups relevant to the policy area.
10. Support NWCI's members working to improve women's health outcomes and women's access to healthcare.
11. Represent NWCI in a variety of local and national fora.
12. Participate in NWCI team meetings and regular performance management meetings with the Women's Health Co-ordinator.
13. Undertake such duties as may reasonably be assigned from time to time.

Skills and Experience - essential

- (a) At least 2 years' experience in a similar role in a Non-Governmental Organisation (NGO) or other relevant sector
- (b) Clear understanding of and commitment to a feminist ethos
- (c) A Third Level Qualification or equivalent
- (d) Demonstrable knowledge and understanding of the specific health needs of women in all their diversity
- (e) Demonstrable knowledge and understanding of the Irish health system
- (f) Event management experience
- (g) Demonstrable experience of policy development and advocacy work with government and institutions
- (h) Excellent communications skills, both written and verbal

This is a full-time position with salary of €37,000. This position will be offered on a one-year contract.

Closing date for receipt of signed application form is **5pm, Thursday 4th April 2019**. Please forward three hard copies of the application form, signed, for the attention of Anne Gibney, Head of Finance and Operations, NWCI, 100 North King Street, Smithfield, Dublin 7.

Late applications will not be reviewed.

NWCI is an equal opportunities employer and offers a number of flexible working arrangements. We welcome applications from all sections of the community.