



Job Description – Project Officer

Job Title: Project Officer – EU – Ending Sexual Harassment and Sexual Violence in Third Level Education (ESHTE Project)

Responsible to: ESHTE Project Coordinator

This is a 6-month contract from October to March 2019.

ESHTE Project

The ESHTE Project is an EU funded project led by the National Women's Council of Ireland and aims to tackle the issue of sexual violence and harassment in third level institutions by raising awareness through active campaigning, and by developing training and policy resources for students and staff.

www.itstopsnow.org

www.nwci.ie

Key responsibilities

- Support the day to day administrative activities of the project e.g. organising meetings, events, communicating with partner projects, minutes etc.
- Use digital communication tools to develop and disseminate the It Stops Now campaign building a strong online presence.
- Supporting and actively engaging with key project stakeholders implement and disseminate the It Stops Now campaign on a national basis.
- Writing policy documents, reports and other documents where required.
- Producing online content, maintain and updating the website, managing communication lists.
- Perform other duties as may be required from time to time.
- Assist in organising ESHTE Conference

Required qualification or experience

Essential

- A strong understanding of gender-based violence and a commitment women's rights and equality.
- A proved track record of successfully managing social media platforms, content creation and website management.
- Excellent communication, interpersonal and organisational skills.
- Skilled in building relationships with both internal and external stakeholders and working collaboratively.

Desirable

- Experience of day to day financial administration.
- Experience or knowledge of the Higher Education Sector
- Experience of working on an online campaign.