##### Application Form for the Post of

 **Leadership Officer**

To be considered for the post of **Leadership Officer with** the National Women’s Council, candidates must submit application form by email to susanmcc@nwci.ie marked **Leadership Officer to** be received by midnight 20th March 2024.

Please note a CV **is not required** and should not be submitted. Late applications will not be reviewed.

This is a full-time position, 35 hours/week NWC work in a hybrid system of remote/Dublin office/in person working. All staff must work from the office Tuesday and Wednesdays but this could be more days depending on role.  Contract is for a period of one year.

Salary Scale: Officer. The successful candidate will commence on €38,873. Candidates should note that salary will not be subject to negotiation.

The closing date for receipt of completed and signed application forms is midnight on 20th March 2024

Interviews are scheduled to take place in the week of 1st April 2024

**PERSONAL DETAILS**

**NAME:**

**ADDRESS:**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TELEPHONE**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RELEVANT EDUCATION AND TRAINING HISTORY**

A relevant third level degree or equivalent third level qualification:

**PRESENT (or if unemployed most recent) EMPLOYMENT – This post requires at least 3 years’ experience in a similar role in a Non-Governmental Organisation (NGO) or other relevant sector**

**Name and Address of employer**

**Post held:**

**Duties of Post:**

**Date Appointed: Period of notice required:**

**PREVIOUS WORK EXPERIENCE**

Please list, starting with the latest, any relevant previous positions you have held, with a brief description of duties and dates.

**Employer:**

**Post held:**

**Duties of post:**

**Period of Employment:**

**Reason for leaving:**

**Employer:**

**Post held:**

**Duties of post:**

**Period of Employment:**

**Reason for leaving:**

**Employer:**

**Post held:**

**Duties of post:**

**Period of Employment:**

**Reason for leaving:**

**RELEVANT COMPETENCIES FOR THE POST**

*The job description shows qualifications, experience and skills required or desirable to be able to carry out the responsibilities of this post. Please therefore address all these elements as listed in table below, drawing upon all of your experience, whether in paid employment or in a voluntary capacity. Please add additional space as necessary*

|  |
| --- |
|  |
| **PROFESSIONAL KNOWLEDGE EXPERIENCE AND SKILLS – Please limit each answer to no more than 200 words** Demonstrable experience, knowledge and understanding of working with diverse groups through community development and participative approaches. |
| Demonstrable knowledge and understanding of all-island cross border decision-making & dialogue fora  |
| Demonstrable knowledge and understanding of the Irish NGO sector and Irish political landscape.  |
| Demonstrable experience of developing campaigns and mobilisations, including digital campaigning to implement social change.  |
| Experience of evidence-based policy development with an ability to develop robust and implementable policy solutions. |
| Experience of partnership working, with demonstrable ability to build strategic alliances to support achievement of policy asks. |
| Excellent communications skills, both written and verbal, with an ability to communicate to different audiences, including report writing, writing for the media, digital communication and research and writing policy documents. |
| Experience of designing and delivering events, working with a range of stakeholders  |
| Clear understanding of and commitment to a feminist ethos.  |

**PLEASE DESCRIBE IN 200-300 WORDS WHY YOU ARE A GOOD FIT FOR THIS POSITION**

|  |
| --- |
|  |

### REFEREES

**Please give the names, addresses and phone numbers of two referees (one should be a current or most recent employer):**

|  |  |
| --- | --- |
|  |  |

#### **DECLARATION** I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.

Signature:

Date:

**NWC is an equal opportunities employer and *strongly* welcomes applications from all interested parties including people from diverse backgrounds and under-represented groups including ethnic minority groups and disabled people. NWC offers a number of flexible working arrangements.**