National Women's Council

Application Form

Senior Policy Coordinator

To be considered for the position of Senior Policy Coordinator with the National Women's Council (NWC), candidates must submit a **completed and signed application form by 5pm on Wednesday 2 December 2026.** This role will involve a particular focus on women's health and promoting gender equality in health policy, law and practice in Ireland. NWC's remit in this area is broad and intersectional, encompassing topics ranging from reproductive rights, mental health, relationships and sexuality education, and equitable healthcare access for all women.

Applications should be emailed to **Lauren O'Brien (laurenob@nwci.ie).**

Late applications will not be accepted.

Please note that **CVs will not be considered**; selection will be based solely on the information provided in the application form. First-round interviews are expected to take place **the week of 7 December** with a second-round to follow.

NWC operates a hybrid working model combining remote and in-office work. All staff are required to attend the office on **Tuesdays and Wednesdays**, with additional days as needed depending on the role.

This is a **five-day per week (35 hours)** position, offered on an **initial one-year fixed term contract** with the potential for extension to a permanent role, subject to funding and performance.

The **salary is not subject to negotiation**. The successful candidate will be appointed at **Point 1 of the salary scale: €48,329 per annum**.

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: _____

Reason for leaving (if applicable):

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 (include start and end date):

Reason for leaving:

Employer:

Post held:

Duties of post:

Period of employment (include start and end date):

Reason for leaving:

Employer:

Post held:

Duties of post:

Period of employment (include start and end date):

Reason for leaving:

OTHER INFORMATION

1. Where did you hear about this role?

☐ LinkedIn
☐ NWC Website
☐ ActiveLink.ie
☐CharityJobs.ie
☐ Charities Institute Ireland
☐ Other Social Media
☐ Personal Network / Referral
☐ Email / Newsletter
☐ Other: _____

2. Are you willing to undertake training relevant to the post? *Yes or No.*
3. If appointed, when can you commence employment? _____
4. I already have a legal right to work in Ireland. *Yes or No*.
5. I will require a work permit. *Yes or No.*

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

Demonstrated professional knowledge and understanding of women's health and the wider civil society and political landscape relevant to these issues
Demonstrable experience of advocacy work with a proven ability to consult, engage and mobilise diverse organisations, managing working groups/networks, and building strategic alliances to implement social change

Experience of evidence-based policy development with an ability to develop robust and implementable policy positions and solutions
Excellent communication and interpersonal skills with an ability to communicate complex policy issues and represent an organisation in various forums at local, national and international level
Proven ability to manage others and work as part of a team using collaborative and partnership approaches
Demonstrable track record of managing large projects, including programme budgets and events and delivering on strategic objectives in a fast-paced work environment with competing deadlines

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 (<u>one should be a current or most recent employer</u>). Your references will not be contacted unless you have been given a provisional job offer:

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