##### Application Form for the Post of

**Policy and Legal Officer**

In order to be considered for the post of **Policy and Legal Officer** with the National Women’s Council, candidates must submit application form by email to [susanmcc@nwci.ie](mailto:susanmcc@nwci.ie) marked Policy & Legal Officer to be received by midnight **Wednesday 13th October 2021**

Please note a CV **is not required** and should not be submitted.

Selection will be based on the information in the application form alone and CVs will not be considered.

**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 current employer:**

**Post held:**

**Duties of Post:**

**Date Appointed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period of notice: \_\_\_\_\_\_\_\_**

**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:**

**Period of Employment:**

**Reason for leaving:**

**Employer:**

**Post held:**

**Period of Employment:**

**Reason for leaving:**

**Employer:**

**Post held:**

**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**  A clear feminist and social justice analysis and understanding of women’s inequality with understanding of the barriers across a range of issues and sectors. |
| Demonstrable knowledge and experience of feminist policy analysis, development and writing |
| Demonstrable experience of feminist legal analysis and writing |
| Ability to represent the NWC in policy making fora |
| Ability to analyse the external environment as it relates to gender, equality, and the legal and legislative environment |
| Excellent communication skills, both written and verbal |
| Clear understanding of and commitment to a feminist ethos. |

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

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| --- |
|  |

### 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.**

**This position is for 4 days per week and NWC offices are based in Dublin. NWC is currently in a transition phase with working arrangements due to Covid-19 restrictions and is developing a hybrid model of working for the long term. It is expected that this post will combine some office-based working (Dublin) and some remote working.**

**Initial contract is for a period of one year. Salary Scale: Officer. The successful candidate will commence on €29,600 for 4 days. 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 Wednesday 13th October 2021**. **Late applications will not be reviewed.**

**Interviews will take place on Wednesday, November 3rd 2021. Please note interviews will take place in person in the NWC office in Dublin.**