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##### Application Form

**Social Prescribing Project Lead**

To be considered for the position of **Social Prescribing Project Lead** with the National Women’s Council (NWC), candidates must submit a **completed and signed application form** by **midnight on 18th August 2025**.

Applications should be emailed to **Susan McCormack at** **susanmcc@nwci.ie**.

**Late applications will not be accepted.**

Please note that **CVs will not be considered**; selection will be based on the information provided in the application form only.

* **First-round interviews** will take place **online on 25th August 2025**.
* Candidates who progress to the next stage will be invited to attend a **short in-person interview** on **26th August 2025**. This would take place in NWC’s offices in Smithfield, Dublin 7.

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 **four-day per week (28 hours)** position, offered on an **18-month fixed-term contract**.

The **salary is not subject to negotiation**. The successful candidate will be appointed at **Point 1 of the salary scale: €48,329 per annum (pro rata)**, with an **actual salary of €38,663 for a four-day week**.

**PERSONAL DETAILS**

**NAME:**

**ADDRESS:**

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**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:**

**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:**

**OTHER INFORMATION**

Are you willing to undertake training relevant to the post?

Yes No

If appointed, when can you commence employment?

I already have a legal right to work in Ireland I will require a work permit

Yes No Yes 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**

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| --- |
| Knowledge and understanding of women’s inequalities, women’s health, and the broader civil society and/or health landscape  |
| Demonstrable experience and proven ability to consult, communicate, engage and mobilise diverse organisations and individuals, while building strategic alliances to implement project aims or social change |
| Demonstrable track record of managing projects, including programme budgets and delivering on strategic objectives in a fast-paced work environment with competing deadlines  |
| Proven ability to manage events in collaboration with internal teams and external partners, ensuring inclusive participation and meaningful engagement throughout the process |
| Proven ability to manage others and work as part of a team using collaborative and partnership approaches |
| Demonstrable experience in solving problems and responding to evolving project demands, showing initiative, flexibility, and a solutions-focused approach in a dynamic environment |

**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). Your references will not be contacted unless you have been given a provisional job offer:**

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

Signature:

Date: