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##### Application Form

**Women’s Health Coordinator**

To be considered for the position of **Women’s Health Coordinator** with the National Women’s Council (NWC), candidates must submit a **completed and signed application form** by **midnight on August 27th, 2025.**

Applications should be emailed to **Kate Mitchell** at **katem@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 and second-round interviews will take place **the week of September 22nd, 2025.**

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

This is a **five-day per week (35 hours)** position, for a **one-year 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**.

**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:**

**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, health and political landscape |
| Demonstrable experience of advocacy work with a proven ability to consult, engage and mobilise diverse organisations, 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**

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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: