

National Women's Council of Ireland

Job Description

Job Title: Women's Health Co-ordinator

Responsible to: Head of Policy

Main Purpose of the Role

The Women's Health Co-ordinator will lead policy, campaigns and implement activities to support NWC's goals on women's health as contained in the strategic plan. This will include strategic analysis, campaign development, lobbying, negotiation with a particular emphasis on building alliances in both statutory and non-statutory sector to advance NWC strategic objectives. They will ensure NWC member engagement in all aspects of the work. The Co-ordinator will be responsible for the full breadth of health-related areas including reproductive rights.

In particular the Co-ordinator will have responsibility to advise and assist the Health Services Executive (HSE) and Department of Health to incorporate a gender perspective into its policy, practice and service delivery. The Co-ordinator will proactively include the full diversity of women into NWC's Health work. This role requires proactive integration of women's health rights work into the organisational goals of NWC through collaboration with fellow staff.

Principal duties:

1. Have an excellent understanding of NWC policy on women's health as a human right, and knowledge of emerging trends and best practice on a national and international level
2. Strategically plan, analyse, implement and evaluate the area of women's health in accordance with the strategic plan
3. Demonstrate excellent oral, written and digital communications skills through: the preparation of policy positions and policy materials and through the implementation of campaigns on issues pertaining to women's health
4. Represent NWC in a variety of external contexts, both at local, national and international level and act as lead spokesperson on relevant policy areas.

5. Take a leadership role in building and maintaining strategic relationships and alliances with key stakeholders and increasing the visibility of NWC work on women's health
6. Maintain an overview and analysis of the external political, economic and social environment as it relates to health and its wider relationship to achieving gender equality.
7. Manage staff of NWC in health-related areas.
8. Develop and manage cross sectoral and member working groups on issues relevant to NWC's women's health rights objectives and participate in external coalitions to advance same
9. Event management of seminars, workshops, roundtables or conferences on issues relating to women's health human rights. Assist with the organisation of NWC events.
10. In liaison with Communications Team - Support the development of NWC's communications and media strategy, proactively identify and provide key messages and communication opportunities relevant to your policy areas, supply information for press releases, engage in NWC social media strategy, act as a spokesperson and update the website on relevant Policy areas.
11. Support the development and implementation of an overall income generation strategy through identifying income generation opportunities both public and private. Make initial contacts with potential funders and develop funding applications relevant to your area. Compile reports and work plans for relevant funders.
12. In liaison with the Membership Team – Support the implementation of the organisational membership strategy by developing and implementing a membership engagement and recruitment plan for your policy area.
13. Participate in regular performance management meetings with the Head of Policy, produce a monthly report for the Director and report to the NWC board as required.
14. Undertaking such duties as may reasonably be assigned from time to time by the by the Head of Policy and/or Director