

National Women's Council
Job Description

Job Title: Women's Health Coordinator
Responsible to: Head of Development and Policy

Main purpose of the role

The Women's Health Coordinator will lead policy, campaigns and implement activities to support National Women's Council (NWC) goals on women's health as contained in its Strategic Plan 2021-2024. This will include strategic analysis, policy development, project management, campaign development, lobbying, and negotiation with a particular emphasis on building alliances in both statutory and non-statutory sectors to advance NWC strategic objectives. They will ensure NWC member engagement in all aspects of the work. The Coordinator will be responsible for the full breadth of health-related areas including reproductive rights, relationships and sexuality education and mental health. In particular, the Coordinator 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. This will include a particular emphasis on the work of the Department of Health Women's Health Taskforce to improve women's health outcomes and experiences of healthcare in Ireland. The Coordinator 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:

- 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
- Strategically plan, analyse, implement and evaluate the area of women's health in accordance with NWC's strategic plan
- Demonstrate excellent written, oral and digital communication skills through the preparation of policy positions and policy materials and through the implementation of campaigns on issues relating to women's health
- Represent NWC in a variety of external contexts, at local, national and international level and act as lead spokesperson on relevant policy areas
- Take a leadership role in building and maintaining strategic relationships and alliances with key stakeholders and increase the visibility of NWC work on women's health
- 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
- Manage staff of NWC in health-related areas
- Develop and manage cross sectoral and member working groups on issues relevant to NWC women's health rights objectives and participate in external coalitions to advance same
- Design, manage, commission and evaluate research projects which align with NWC strategic objectives

- Event management of seminars, workshops, roundtables or conferences on issues relating to women's health and human rights
- In liaison with the communications team - support the development of NWC's communications and media strategy, proactively identify and provide key messages and communication opportunities relevant to health-related policy areas, supply information for press releases, engage in NWC's social media strategy, act as a spokesperson and update the website on relevant policy areas
- 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, develop funding applications in the area of women's health and compile reports and work plans for relevant funders
- 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 the area of women's health. This will include ongoing consultation with member groups, as well as external organisations, to inform policy positions and recommendations
- Participate in regular performance management meetings with the Head of Development and Policy, produce a monthly report for the Director and report to the NWC board as required
- Undertake such duties as may reasonably be assigned from time to time by the Head of Development and Policy and/or Director

Experience and skills – essential

- A relevant third level degree or equivalent third level qualification
- Minimum 5 years' experience in a similar role in the NGO or other relevant sector
- Strong commitment to feminism and a strong knowledge and understanding of the inequalities women experience, the Irish political system and civil society landscape
- Demonstrable knowledge and understanding of the specific health needs of women in all their diversity, the Irish health system and its agencies
- Demonstrable experience of advocacy work with a proven ability to consult, engage and mobilise diverse organisations and sectors to implement social change
- Experience of complex partnership working, with demonstrable ability to build strategic alliances to support achievement of policy asks
- Experience of evidence-based policy development with an ability to develop robust and implementable policy solutions
- Excellent communication skills – written and verbal - with an ability to communicate complex policy issues in a clear and accessible manner to different audiences
- Proven ability to represent an organisation at international, national and local levels
- Experience of managing staff and supporting the prioritisation of organisational objectives

- Experience managing large projects, including programme budgets
- Excellent IT skills, including using content management systems, email marketing systems, social media tools and website and the willingness to learn new technologies
- Demonstrable track record in event management

Experience and skills – strongly desirable

- Experience working with diverse groups of women
- Ability to develop creative approaches to delivering change
- Negotiation and conflict management
- Programme, project and research management
- Creative approaches to facilitation

Core competencies

- Strategic thinking
- Delivery of outcomes of strategic goals
- Strong risk management and problem-solving skills
- Effective communication
- Striving to improve personal performance
- Commitment to self-development
- Ability to work independently, prioritise workload in a fast-paced environment and within competing deadlines
- Team player
- Ability to build strong working relationships based on collaborative and partnership approaches