# National Women’s Council (NWC)

**Job Description**

**Job Title:** Women’s Health Coordinator

**Responsible to:** Head of Policy

**The Aim and Purpose of the Job**

The Women’s Health Coordinator will lead policy, research, campaigns, and implement activities to support NWC’s goals for women’s health – as outlined in our Strategic Plan – *A Time to Act for Women’s Rights and Equality* (2025-2029). This role is central to progressing gender equality in health policy and services in Ireland, with a strong focus on reproductive rights, mental health, relationships and sexuality education, and equitable healthcare access for all women. This will include strategic analysis, policy development, project management, commissioning of research, campaign development, and advocacy, with a particular emphasis on building relationships and alliances in both statutory and non-statutory sectors to advance NWC strategic objectives.

The Coordinator will ensure meaningful engagement with NWC members and women in all their diversity across all areas of the work. The successful candidate will lead the health team and support the work of the Health Services Executive (HSE) and Department of Health to incorporate a gender lens into its policy, practice, and service delivery. This will include a particular emphasis on the work of the Department of Health’s Women’s Health Taskforce and the associated Women’s Health Action Plan.

# Principal Duties

* Demonstrate a rights-based approach to health policy, identifying emerging trends and best practice on a national and international level.
* Strategically analyse issues on women’s health in accordance with NWC’s strategic plan.
* Demonstrate excellent policy development and 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.
* Line manage NWC staff working on health-related projects and initiatives.
* Develop and manage cross-sectoral and member working groups on issues relevant to women’s health and participate in external coalitions.
* Design, commission, manage, 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. This includes identifying clear health policy messages, supporting development of press releases, contributing to social media, and acting as a spokesperson on women’s health.
* Support the development and implementation of an overall income generation strategy by identifying and developing funding applications.
* 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 could include ongoing consultation with NWC’s membership and external organisations, to inform health policy positions and recommendations.
* Participate in regular performance meetings with the Head of 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 Policy and/or Director.

# Experience and skills – essential

* A relevant third level degree or equivalent third level and at least 3 years’ experience in a similar role in the NGO or other relevant sector.
* A strong commitment to feminism and demonstrable knowledge 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, including disabled women, migrant women, Traveller and Roma women, LGBTQ+ individuals, lone parents, and others at risk of health inequality, 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 digital skills, including use of content management systems, social media tools, and an openness to learning new technologies.
* Demonstrable history 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 experience.
* Research management.
* Creative approaches to facilitation.

# Core competencies

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