

## National Women's Council of Ireland

### Job Description

**Job Title:** Women's Health Officer

**Responsible to:** Women's Health Coordinator

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#### **The aim and purpose of the job:**

The Women's Health Officer will play a key role in developing and delivering NWC's policy, advocacy and campaigns work on women's health in line with our Strategic Plan 2021-2024: *No Woman Left Behind*. The Officer will support progress against the objectives of our Health Service Executive (HSE) funded programme for women's health, which gives particular focus to mental health and reproductive health. The Officer will engage with membership organisations to ensure all policy positions are grounded in the needs and experiences of women. This role will include policy development, alliance building, event management, and campaigning.

#### **Principal Duties:**

1. Support the Women's Health Coordinator to advance women's physical and mental health, in consultation with NWC's membership.
2. Support NWC's work with the Department of Health and the HSE to implement the *Women's Health Action Plan 2022-23*
3. Develop evidence-based policy papers and submissions on women's health issues and be able to translate these into accessible and public facing content as required.
4. Design and deliver membership consultations and consultations with women on issues related to women's health and wellbeing, as well as supporting identification of potential new group members, working with Membership Team.
5. In liaison with the Women's Health Coordinator and Communications Team, develop women's health messaging for the media and for our members and supporters on social media.
6. Develop health-related content pages for NWC website and upload health policy submissions in liaison with the Communications Team
7. Organise women's health-related events, seminars, workshops, roundtables and/or conferences.
8. Support NWC's members working to improve women's health outcomes and women's access to healthcare and be prepared to represent NWC at external events.
9. Provide secretarial and administrative support for NWC working groups relevant to the health policy area.
10. Participate in NWC team meetings and regular performance management meetings with the Women's Health Coordinator.
11. Prepare monthly reports for Director
12. Work in collaboration with other NWC staff to contribute to wider organisational goals.

13. Undertake such duties as may reasonably be assigned from time to time.

### **Essential experience and skills**

- A relevant third level degree or equivalent third level qualification
- Minimum 3 years' experience working in a similar role
- Clear understanding of and commitment to a feminist ethos
- Good understanding of the Irish NGO sector and Irish political landscape
- Excellent communication and interpersonal skills, with the ability to tailor communication to different audiences and formats
- Ability to work independently, in a fast-paced environment and within competing deadlines
- Experience of managing relationships with different stakeholders, working as part of a team and using collaborative and partnership approaches
- Ability to manage projects/programmes and delivery of results
- Building alliances and the ability to represent the Organisation at National/International/Local level

### **Core competencies for the position**

- Delivery of outcomes of Strategic goals
- Excellent decision making and teamwork skills
- Excellent IT skills and the ability to learn new ways of working
- Striving to improve personal performance
- Commitment to self-development
- Building alliances and the ability to represent the Organisation at National/International/Local level