

National Women's Council of Ireland

Job Description

Job Title: Women's Health Officer

Responsible to: Women's Health Coordinator

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 forthcoming women's health strategy.
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.
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 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. Undertake such duties as may reasonably be assigned from time to time.

Skills and Experience – essential

- (a) A Third Level Qualification or equivalent experience
- (b) At least 2 years' experience in a similar role in a Non-Governmental Organisation (NGO) or other relevant sector
- (c) Clear understanding of and commitment to a feminist ethos

- (d) Experience of evidence-based policy development with an ability to develop robust and implementable policy solutions.
- (e) Excellent communication and interpersonal skills, with the ability to tailor communication to different audiences and formats
- (f) Experience of partnership working, with demonstrable ability to build strategic alliances to support achievement of policy asks.
- (g) Experience of designing and delivering events, working with a range of stakeholders
- (h) Demonstrable knowledge and understanding of the specific health needs of women in all their diversity
- (i) Demonstrable knowledge and understanding of the Irish healthcare system
- (j) Excellent IT skills and the ability to learn new ways of working
- (k) Striving to improve personal performance
- (l) Commitment to self-development

Essential requirements

- Must be fluent English speaker