

National Women's Council (NWC)

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 central role in developing and delivering NWC's policy, advocacy, and campaigns work on women's health in line with our forthcoming Strategic Plan 2025-2029 (to be published in June 2025). Working collaboratively across the organisation and with external partners, the Officer will help drive forward the objectives of our HSE-funded programme for women's health. Key areas of focus will include the implementation of the Department of Health's *Women's Health Action Plan (2024-2025)*, as well as advancing work on women's mental health, reproductive rights, and relationships and sexuality education.

The Officer will work closely with NWC member organisations, a wide range of civil society groups, and other key stakeholders to ensure that our policy positions are firmly rooted in the lived experiences and needs of women. This role will include policy development and analysis, research activities, alliance building, event management, and campaigning.

Key Areas of Responsibility

1. Support NWC's work with the Department of Health and the HSE to implement the *Women's Health Action Plan 2024-25*.
2. 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.
3. Design and deliver consultations with members and with women across diverse communities on issues related to women's health and wellbeing. Support the identification and engagement of potential new member groups in collaboration with NWC's Membership Team.
4. In liaison with the Women's Health Coordinator and Communications Team, support the development of women's health messaging for the media and for our members and supporters on social media and act as a spokesperson for NWC on women's health issues.
5. Develop health-related content for NWC website and upload health policy submissions in liaison with the Communications Team.
6. Organise women's health-related events, including seminars, workshops, roundtables, and conferences.
7. Build relationships, collaborations, alliances, and support engagement with key stakeholders, including NWC's membership.
8. Provide secretarial and administrative support for NWC working groups relevant to

the health policy area.

9. Represent NWC externally through decision making and policy forums, events, media, and coalitions/alliances relevant to women's health and contribute to wider policy discussions and advocacy efforts on intersecting issues.
10. Coordinate the Women's Mental Health Network. This includes the development and dissemination of quarterly newsletters and supporting with at least one in-person event on a relevant topic to women's mental health a year.
11. Participate in NWC team meetings and regular performance management meetings with the Women's Health Coordinator.
12. Prepare monthly reports for Director.
13. Work in collaboration with all staff to contribute to wider organisational goals.
14. Undertake such duties as may reasonably be assigned from time to time.

Essential experience and skills

- A relevant 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.
- Experience in policy development with the ability to create robust and implementable policy solutions.
- 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 NWC at a local, national, and international level.

Core Competencies for the Position

- Strategic thinking, research and policy analysis.
- Delivery of outcomes aligned with strategic goals.
- Effective decision-making and teamwork skills.
- Strong risk management and problem-solving abilities.
- Proficiency in IT and digital communication tools.
- Commitment to professional growth and self-development.
- Commitment to addressing women's health inequalities, with an understanding of how women's health intersects with other aspects of public policy – e.g. climate justice, women's economic equality, and violence against women.