##### Application Form for the Post of

**Women’s Leadership Co-ordinator**

In order to be considered for the post of **Women’s Leadership Co-ordinator**

with the National Women’s Council, candidates must submit application form by email to anneg@nwci.ie marked Leadership Co-ordinator to be received by 5pm **Thursday 22nd October 2020.**

Please note a CV **is not required** and should not be submitted.

Selection will be based on the information in the application form alone and CVs will not be considered.

**PERSONAL DETAILS**

**NAME:**

**ADDRESS:**

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**TELEPHONE**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RELEVANT EDUCATION AND TRAINING HISTORY**

A relevant third level degree or equivalent third level qualification:

**PRESENT (or if unemployed most recent) EMPLOYMENT – This post requires at least 5 years’ experience in a similar role in a Non-Governmental Organisation (NGO) or other relevant sector**

**Name and Address of employer**

**Post held:**

**Duties of Post:**

**Date Appointed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period of notice: \_\_\_\_\_\_\_\_**

**PREVIOUS WORK EXPERIENCE**

Please list, starting with the latest, any relevant previous positions you have held, with a brief description of duties and dates.

**Employer:**

**Post held:**

**Period of Employment:**

**Reason for leaving:**

**Employer:**

**Post held:**

**Period of Employment:**

**Reason for leaving:**

**Employer:**

**Post held:**

**Period of Employment:**

**Reason for leaving:**

**RELEVANT COMPETENCIES FOR THE POST**

*The job description shows qualifications, experience and skills required or desirable to be able to carry out the responsibilities of this post. Please therefore address all these elements as listed in table below, drawing upon all of your experience, whether in paid employment or in a voluntary capacity. Please add additional space as necessary*

|  |
| --- |
| **PROFESSIONAL KNOWLEDGE EXPERIENCE AND SKILLS – Please limit each answer to no more than 200 words** Demonstrable knowledge and understanding of the barriers to women’s full participation and leadership at all levels of decision making in public and commercial fora |
| Demonstrable knowledge of Irish national, local and community public and political decision-making structures |
| Demonstrable experience of policy development and advocacy work in Women’s Leadership with government and public and private institutions to implement social change.  |
| Experience of developing campaigns and mobilisations, including digital campaigning to implement social change.  |
| Experience managing large projects, including programme budgets and activity with a variety of stakeholders.  |
| Experience of representing an organisation at a high-level and developing successful relationships across a range of sectors, statutory and community & voluntary. |
| Excellent communications skills, both written and verbal, with an ability to communicate to different audiences, including report writing, writing for the media, digital communication and research and writing policy documents. |
| Experience of managing staff |
| Demonstrable experience of development and implementation of an overall income generation strategy & identifying income generation opportunities |
| Clear understanding of and commitment to a feminist ethos.  |

**PLEASE DESCRIBE IN 200-300 WORDS WHY YOU ARE A GOOD FIT FOR THIS POSITION**

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### REFEREES

**Please give the names, addresses and phone numbers of two referees (one should be a current or most recent employer):**

|  |  |
| --- | --- |
|  |  |

#### **DECLARATION** I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.

Signature:

Date:

**NWC is an equal opportunities employer and *strongly* welcomes applications from all interested parties including people from diverse backgrounds and under-represented groups including ethnic minority groups and disabled people. NWC offers a number of flexible working arrangements.**

**This is a full-time position, 5 days per week, based in Dublin.** Due to Covid-19 restrictions it is expected the person appointed will work from home until end January 2021. This will be reviewed mid-January.    **Contract is for a period of one year. Salary Scale: Coordinator. The successful candidate will commence on €46,000. Candidates should note that salary will not be subject to negotiation.**

**The closing date for receipt of completed and signed application forms is** **5pm on Thursday 22nd October 2020**. **Late applications will not be reviewed.**

**The date interviews are scheduled to take place is to be confirmed but they will likely take place in the week of 2nd November 2020.**