##### In partnership with Community Work Ireland



##### Application Form for the Post of

**Co-ordinator**

**Women’s Climate + Environment Action Project**

To be considered for the post of **Co-ordinator** with the National Women’s Council in partnership with Community Work Ireland, candidates must submit this application form by email to susanmcc@nwci.ie marked **Co-ordinator** to be received by midnight 13th January 2023.

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 3 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 required:**

**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:**

**Duties of post:**

**Period of Employment:**

**Reason for leaving:**

**Employer:**

**Post held:**

**Duties of post:**

**Period of Employment:**

**Reason for leaving:**

**Employer:**

**Post held:**

**Duties of post:**

**Period of Employment:**

**Reason for leaving:**

**RELEVANT COMPETENCIES FOR THE POST**

*The job description shows qualifications, experience, skills and attributes 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*

|  |
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|  |
| **PROFESSIONAL COMPETENCIES, SKILLS and ATTRIBUTES – Please limit each answer to no more than 300 words** Ability to manage large projects, including large programme budgets and complex activity schedules with a variety of stakeholders  |
| Strong community development analysis, skills and knowledge |
| Demonstrable excellence in oral, written and digital communications |
| Ability to represent the Project in a variety of external contexts, both at local, national and international level and act as lead spokesperson for both project partners on the relevant area  |
| Ability to build a supporter base for the work inclusive of all sectors of society |
| Experience of partnership working, with demonstrable ability to build strategic alliances to support achievement of policy asks. |
| 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. |
| Ability to maintain ongoing analysis of the external environment as it relates to feminist community work, climate + environment policy & action, gender, equality, the community sector and the political, economic and social environment.  |
| Excellent understanding of policy on feminist, community work climate + environment action, and knowledge of emerging trends and best practice on a national and international level. |
| Demonstrable understanding of and support for community development, climate justice, sustainable development and Just Transition. |
| Commitment to feminist and community development values and processes, including commitment to social justice and equality for women. |
| Improving performance of project |
| Commitment to self-development  |

**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, 35 hours, 5 days per week. NWC work in a hybrid system of remote/Dublin office/in person working. All staff must work from the office Tuesday and Wednesdays but this could be more days depending on role.  Contract is for a period of 2.5 years.**

**Salary Scale: Officer. The salary for the position of Co-ordinator is 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 midnight on 13th January 2023**

**Late applications will not be reviewed.**

**Interviews are scheduled to take place in the week of 30th January 2023**