

## National Women's Council of Ireland

### Job Description

**Job Title:** Violence Against Women Officer

**Responsible to:** Head of Policy

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

The Violence against women (VAW) Officer will promote NWCI's work on Violence Against Women in all its forms in line with our Strategic Plan 2016-20. In particular, the Officer will further develop our VAW work to tackle sexual violence and harassment in third level institutions. This role will include policy development, communications, relationship and alliance building, event management and administrative responsibilities.

#### **Key Areas of Responsibility:**

1. Develop policy positions, submissions, presentations, briefings and information materials on VAW
2. Develop further established links with VAW organisations and agencies, both statutory and non-statutory.
3. Develop and deliver new initiatives including Demonstration Projects to address sexual violence and harassment in third level institutions.
4. Maintain and develop our It Stops Now Campaign including managing social media accounts and website.
5. Support the development of and provide secretarial and administrative support for the National Observatory on VAW and other NWCI working groups relevant to the policy area
6. Develop NWCI's VAW work on women in prostitution and support NWCI's work in the Turn off the red Light Campaign and other member initiatives.
7. Develop NWCI's work on VAW in collaboration with NWCI's members
8. In liaison with the Communications and Policy Teams, develop VAW messaging for the media and for our members and supporters on social media.
9. Represent NWCI in a variety of local and national fora.
10. Participate in NWCI team meetings and regular performance management meetings with the Head of Policy.
11. Undertake such duties as may reasonably be assigned from time to time.

#### **Skills and Experience - essential**

- (a) At least 2 years' experience in a similar role in a Non-Governmental Organisation (NGO) or other relevant sector
- (b) Clear understanding of and commitment to a feminist ethos
- (c) A clear understanding and commitment of gender based violence and violence against women in all its forms.
- (d) Demonstrable knowledge and understanding of the Irish Higher Education System
- (e) Demonstrable knowledge and understanding of the Istanbul convention
- (f) A Third Level Qualification or equivalent
- (g) Demonstrable knowledge in managing website content, social media accounts and knowledge of customer management systems

- (h) Experience of representing the organisation at a National/International and local level
- (i) Event management experience
- (j) Demonstrable experience of policy development and advocacy work with government and institutions
- (k) Excellent communications skills, negotiation and problem solving

This is a 4-day position with salary of €37,000 pro rata being €29,600 for 4 days. This position will be offered on a one-year contract.

Closing date for receipt of signed application form is **5pm, Thursday 16<sup>th</sup> May 2019**. Please forward three hard copies of the application form, signed, for the attention of Anne Gibney, Head of Finance and Operations, NWCI, 100 North King Street, Smithfield, Dublin 7.

**Late applications will not be reviewed.**

*NWCI is an equal opportunities employer and offers a number of flexible working arrangements. We welcome applications from all sections of the community.*