



## **YWCA Ireland Job Description and Person Specification: Young Women's Engagement and Development Officer**

**Job Title:** Young Women's Engagement and Development Officer  
**Reporting to:** General Secretary  
**Hours Per Week:** 30 hours  
**Salary:** €31,200 (pro rata)

### **About YWCA Ireland**

YWCA Ireland (Young Women's Christian Association of Ireland) is an national faith informed women's association that aims to empower young women in their leadership, Christian faith and human rights. Established in 1876, the association is one of the oldest registered charities in Ireland working with young women. YWCA Ireland is a proud member of the World YWCA, the world's largest women's movement.

### **The YWCA Global Goal**

By 2035, 100 million young women and girls will transform power structures to create justice, gender equality and a world without violence and war; leading a sustainable YWCA movement, inclusive of all women.

Further information about YWCA Ireland can be found at [www.ywca.ie](http://www.ywca.ie)

### **Job Summary**

The Young Women's Engagement and Development Officer will coordinate, develop and promote the meaningful engagement of young women in all aspects of YWCA Ireland's work. This is new role based in the YWCA Ireland national office located at 64 Lower Baggot Street, Dublin 2. The YWCA national office operates a flexible working arrangement, subject to organisational, operational and work requirements. The flexible working arrangements are strictly discretionary and subject to prior authorisation and business requirements.

The post holder will be expected to travel extensively throughout the Republic of Ireland and Northern Ireland. The post may require occasional international travel.

The post holder will be expected to attend meetings outside of normal working hours, including weekends, on a regular basis.

### **Key Areas of Responsibility**

1. Work with the General Secretary to coordinate a research project examining the experiences of young women living on the island of Ireland. The post holder will be responsible for conducting a literature review of existing national and international youth studies assessing the status of young women aged 18 -35.
2. Develop, design and deliver innovative, high quality and challenging programmes and activities (workshops, discussion groups, trainings) that aim to empower young women in their leadership, Christian faith and human rights .
3. Monitor and evaluate YWCA programmes and activities that engage young women.
4. Support and train volunteers to deliver and evaluate YWCA programmes and activities.
5. Support young women in identifying their own needs and planning and organising their own activities.
6. Establish and facilitate a young women's advisory panel to inform YWCA Ireland's work on an ongoing basis.
7. Document best practices and identify capacity building needs for young women.
8. Coordinate events to raise awareness of YWCA Ireland and the wider YWCA movement, such as World YWCA Day and the YWCA YMCA Week of Prayer. Coordinate events to raise awareness of topics relevant to YWCA's work, such as, the 16 Days of Activism to End Violence Against Women, International Women's Day and International Day of Zero Tolerance for Female Genital Mutilation.

### **Other Responsibilities**

9. Input to the development of YWCA advocacy strategies and statements.
10. Represent YWCA Ireland in key forums.
11. Identify key stakeholders and develop partnerships that will enhance YWCA's work with young women.
12. Contribute content in support of communications activities.
13. Support the development and growth of existing YWCA Ireland youth activities.
14. Contribute to the identification of and application for funding opportunities.
15. Other responsibilities as assigned by the General Secretary.

### **Person Specification (Experience, Skills and abilities)**

- A third level qualification in Youth Work, Leadership, Gender Studies, Development or related field or relevant experience;
- Knowledge of the needs and issues facing young women in Ireland and internationally;
- Ability and desire to promote YWCA Ireland's Christian ethos. This may involve leading and participating in non-denominational acts of worship;
- Experience of developing and delivering programmes and activities that aim to empower young women in their leadership, Christian faith and human rights;
- Ability to engage and motivate young people and volunteers;
- Ability to plan and manage projects with attention to detail;
- Experience of monitoring and evaluating services/activities/projects;
- Ability to measure impact and outcomes including qualitative and quantitative methodologies;
- IT skills including a strong competency in Microsoft Office programmes and Google docs, sheets and slides. The post holder will be required to use online communication systems such as Skype and Google Hangouts on a regular basis;
- Excellent organisational ability and flexibility in managing a variety of duties concurrently;
- Strong interpersonal and communication skills;
- Ability to demonstrate initiative and prioritise workload;
- Ability to develop and maximise partnerships with diverse stakeholders, including public sector, faith groups, youth sector and women's sector;
- Professional, proactive, positive and enthusiastic, with a strong work ethic and "can do" attitude;
- Ability to exhibit excellent discretion and adhere to professional standards and confidentiality.

### **Desirable**

- Knowledge or previous experience of the YWCA movement in Ireland or worldwide

### **Application details**

To apply for the position of Young Women's Engagement and Development Officer please send the following PDF documents by email to [audrey@ywca.ie](mailto:audrey@ywca.ie)

1. Cover letter outlining your suitability for the post and reason for applying. Please include a contact number and email address.
2. Full CV

Applications should be addressed to Audrey Wilson, General Secretary.

**Closing Date: Friday, 18th May 2018 (5:00 p.m.)**