



Women's  
Collective  
Ireland

CANDIDATE INFORMATION PACK

PROJECT WORKER - DUN LAOGHAIRE

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## INTRODUCTION

Thank you for your interest in applying to Women's Collective Ireland for a recruitment opportunity. This document will provide you with an overview of who we are, what we do, and the exciting opportunities available at our organisation. This position offers an opportunity to work in a feminist community development project that supports women's equality and well-being.

## WHO WE ARE

Women's Collective Ireland is a national women's community development organisation advancing marginalised women's equality through women's community development. Women's Collective Ireland represents and works directly with women experiencing disadvantage, through our 17 Grassroots Women's Community Development Projects and National structures. Women's Collective Ireland has a unitary legal structure, which requires particular governance and creates specific obligations nationally and locally.

Women's Collective Ireland supports grassroots women through women's community development locally and nationally. Women's Collective Ireland's work on the ground is central and fundamental. It shapes all our collective actions. The national work derives from and advances the work of our community development projects supporting grassroots women's empowerment. The Women's Collective 17 local Projects are best placed to identify and respond to the specific needs of grassroots women in their communities and each of them have developed a unique programme of work with women. Our work continues to evolve in response to the needs identified by grassroots women. We work to make real connections in order to ensure voice and visibility of grassroots women.

Women's Collective Ireland (WCI) is committed to fostering and nurturing a diverse and inclusive grassroots organisation. WCI believes that being a diverse and inclusive organisation not only reflects our vision but brings collective strength to the organisation. Anyone who engages with WCI is expected to abide by our values.

## WCI VISION

Our vision as Women's Collective Ireland is an Ireland where women in all our diversity are flourishing.

## WCI MISSION

To support grassroots women through collective and practical actions to achieve their full human rights and true equality.

## WCI GUIDING VALUES

Our values guide our work. When we speak or act, we are:

WELCOMING	FOR WOMEN	WITH WOMEN	COLLECTIVE	ROOTED	ABOUT CHANGING THE WORLD
We actively reach out to, include and develop relationships with the diverse women in our communities.	We are feminist in our thinking and in our actions.	We seek to be supportive of and are energised by the women we meet and work with.	We create spaces for women to get together safely, be themselves, learn, share experiences, have their say and get involved.	Our words and deeds are grounded in the lives and experiences of the grassroots women we meet and work with.	We actively listen and hear women's voices supporting transformation. We speak out about the barriers to women's equality and participation, and campaign for positive change.

## STATEMENT OF VALUES

### WCI STATEMENT FOR ENGAGING WITH WOMEN:

- WCI support grassroots women to achieve their full human rights and achieve true equality.
- We believe in and work towards an Ireland where women in all our diversity are flourishing.
- We are intersectional and feminist in our thinking and in our actions and our work is underpinned by feminist and community development principles.
- We actively reach out to include and develop relationships with the diverse women in our communities.
- We believe in showing dignity and respect to everyone irrespective of civil/marital status, family status, socio-economic background, race, ethnicity, gender, class, age, religious beliefs, ability, sexual orientation and membership of the Traveller community.
- We actively listen to and hear women's voices supporting transformation. We speak out about the barriers to women's equality and participation, and campaign for positive change.
- At our core, we are feminist, we are inclusive, and we are pro-choice. These values are very important to us and not something that we will be moved on.

## WCI FEMINIST PRINCIPLES:

WCI believe that in order to successfully combat the multiple discriminations women face, it is essential to set ourselves goals to aspire to and measure our work against. We have adopted feminist principles to guide us as we work towards our goals of:

- Eliminating discrimination.
- Removing barriers to equality and equity.
- Supporting women's empowerment.

WCI considers how intersecting social structures of gender, race, social class, sexual orientation, religion, ability, and age, among others, are interrelated and shape one another. Intersectional feminism places the voices of those experiencing overlapping, coexisting forms of oppression at the centre so that we can further understand the depths of the inequalities and the relationships among them in each context.

## Women's Collective Ireland Actions:

- To highlight women's rights are human rights.
- To respect, support and advocate for women's rights to make their own choices about their bodies, their families, their jobs, and their lives.
- To acknowledge value and celebrate individual and collective differences as women.
- To seek to have unity in diversity and believe that it is essential to join in solidarity to have a stronger voice and position within society.
- To proactively encourage the involvement of women of all abilities in our women's projects and the work of WCI.
- To promote education, training, and professional development for women.
- To commit to breaking down persistent patriarchal ideas, ideologies, and practices that oppress, marginalise, and exclude women.
- To demand a safe, equitable and inclusive place for women to have a voice, presence, and influence in working towards gender equality and equity.
- To recognise the importance of ensuring that the views of grassroots women are central to all decision-making process.
- Analyse and inform policies and demand a structured process for the inclusion of the voice of grassroots women to shape these policies.
- Raise awareness of the injustices experienced by the grassroots women locally and nationally and work towards justice for all.



## OUR BENEFITS PACKAGE

- **Pension Plan**: Access to a Pension Plan (following completion of probation period)
- **Health Insurance**: Access to HSF (Hospital Saturday Fund) - Private Health Insurance
- **Annual Leave**: Access to 25 days annual leave (pro rata)
- **Agency Days**: 2 additional agency days per annum
- **Bike -To-Work** Scheme available upon request
- **Continuous Professional Development**: Women's Collective Ireland provides access to continuous professional development to support the career progression of staff to enhance their knowledge and skills through role identified continuous development programmes.
- **Staff Support**: Regular one-to-one check-in sessions with line managers to continuously support staff members and ensure they have the support they need to develop in their role.
- **Transparency**: We believe in open communication and are always here to listen and help.

*Note: All candidates are required to download the statement of value from the attached link provided at the end of the document, then sign and return the document to [recruitment@womenscollectiveireland.ie](mailto:recruitment@womenscollectiveireland.ie).*

## JOB DESCRIPTION

<b>NAME OF EMPLOYER</b>	Women's Collective Ireland (WCI)
<b>ADDRESS OF OFFICE</b>	57 Ennel Court, Loughlinstown, Ireland, Co. Dublin - A96YR72
<b>JOB TITLE</b>	WCI Dún Laoghaire Project Worker
<b>REPORTING RELATIONSHIP</b>	Project Worker reports to the Project Coordinator and is accountable to the WCI Board as the Employer. The WCI Board delegates responsibility for day-to-day support to the Project Coordinator.
<b>PURPOSE OF THE JOB</b>	The overall purpose of this position is to ensure the day-to-day administration of the WCI Dun Laoghaire, including the responsibility for the preparation and administration of finances, periodic returns, annual budgets, and financial reporting and to support the project in engagement and participation of grassroots women.

## KEY AREAS OF WORK

### Financial Duties

- Preparation of day to day, monthly, quarterly, and annual financial accounts.
- Responsible for completion of periodic financial reports to National Financial & Operation coordinator by specified due dates.
- Preparation of annual budgets.
- Maintaining an up-to-date file of all invoices and receipts for any payments going from the project.
- Responsible for projecting and profiling budget and ensuring spending is within profile of expenditure.
- Processing of payments to be made on Bank of Ireland banking online system.
- Keeping Project Coordinator informed about all financial aspects of the project.
- Responsible for Petty Cash and Petty Cash Income & Expenditure Accounts.

### Day-to-day Office Administration

- Ensure the project has a comprehensive database in place of local women/ local organisations. Keep database up to date.
- Support Project Coordinator to maintain office space, equipment and office stock including liaising with external suppliers/contractors.
- Office Communications which may include, point of contact with service users, social media updating, email dissemination, phones & messaging service.
- Being proficient and competent with computer software packages such Microsoft Word, Excel, PowerPoint and SharePoint.
- Upkeep of office filing systems, photocopying and general office duties as required and deemed appropriate.

## Project Work duties

- Feed into programme planning as part of the WCI Dún Laoghaire team.
- To provide advice, information, support to women in the area under the supervision of the Project Coordinator.
- Support the team to outreach to women in the Dún Laoghaire area.
- To promote and communicate the work relating to WCI Dún Laoghaire through online and social media applications.
- Develop and distribute information leaflets and newsletters to the local community.
- Designing posters and advertisements /brochures for local events and programmes.
- Assist in the organisation of project events, information sessions and fund-raisers and attend as required.
- Attend staff, regional and national WCI meetings as required.

## Additional Work

- To be accountable to the WCI Board, through the Project Coordinator and participate in regular team meetings.
- Undertake any other tasks to further develop the aims of the project as requested by and agreed by the WCI Board and the project coordinator.
- Work flexibly as a member of the team.
- Participate in local and national team building, planning and other organisational training or events that may be required by the WCI Board.
- Maintain confidentiality regarding all aspects of the business of WCI Dún Laoghaire and all those involved with the organisation as staff or as members/participants.

## EQUAL OPPORTUNITY STATEMENT

WCI promotes a work environment free from unlawful discrimination. The Employment Equality Acts and the Equal Status Acts set out nine protected grounds in relation to which no discrimination should occur. These grounds are:

- Gender
- Civil status
- Family status
- Sexual orientation
- Age
- Disability
- Race
- Religion
- Membership of the Traveller community

Women's Collective Ireland is committed to equality of opportunity and operates non-discriminatory practices in relation to access to employment, conditions of employment, access to training and experience, promotion, or re-grading of posts, and classification of posts. Employment decisions will not be made with reference to these grounds unless these are legitimate criteria given the situation, as permitted by legislation.



## HOW TO APPLY:

Thank you for your interest in the position of **Project Worker** in **WCI - Dun Laoghaire**. If you have reviewed the above information and wish to proceed with your application, please follow the steps outlined below:

**Step 1:** Candidates can either click on the link below to download the Application Form and Statement of Values or download the application form from our job advertisement posted on [Activelink.ie](https://activelink.ie) or request a copy of the same at [recruitment@womenscollective.ie](mailto:recruitment@womenscollective.ie).

**Application Form:** [WCI\\_Dun Laoghaire\\_ProjectWorker\\_ApplicationForm.docx](#)

**Statement of Values:** [WCI Statement of Values.pdf](#)

**Step 2:** Once you have downloaded the above documents, please return your completed application form and signed statement of values to Fathima Reema Sain (National HR Administrator) at [recruitment@womenscollective.ie](mailto:recruitment@womenscollective.ie).

**Step 3:** When we receive your completed application form, we will initiate the candidate selection process and provide an update on your application status within two weeks of the application closing date.