Foyle Women’s Information Network

Job Description:

**Organisation:** Foyle Women’s Information Network

**Job Title:** Policy Communication and Engagement Officer

**Grade:** £26,923.96

**Responsible to:** Co-ordinator (directly)

Management Committee (indirectly)

**No of hours:** 37.5 hours per week

**Length of contract:** 31st March 2025

* The post-holder will be based at Foyle Women’s Information Network and will work to support Women in Disadvantaged Urban & Rural Areas to develop personally and be informed of all available frontline services.
* to maintain a presence via online platform to deliver training, information, advice and support for Women in Disadvantaged Urban and Rural Areas.
* To deliver service support for women in disadvantaged urban and rural areas on behalf of the Regional Consortium.
* To promote the active participation of Women in Disadvantaged Urban and Rural Areas in decision-making and to raise awareness of their role.
* To ensure coherent evidence based responses to policy from the perspective of women in disadvantaged urban and rural areas is articulated to policy makers.
* To provide all agreed reporting information and data requested by the consortium steering group to the Lead Partner (TWN) in accordance with the timeframe and agreed format.
* To update daily FWIN’s social media pages, webpage etc.
* The post-holder will work to provide information services via online platforms and engage with those who don’t use this medium via postal engagement
* To be responsible for the weekly bulletins and newsletters
* To plan and organise consultation events for women.
* To be a conduit between the government agencies, statutory bodies and the women from disadvantaged Urban & rural areas, thus ensuring that all are updated and informed about the views and needs of Women in Disadvantaged & Rural Areas.

**Main tasks:**

* To work regionally, through the consortium to support the development and sustain the delivery of frontline services for Women in disadvantaged urban and rural areas.
* To attend and participate in consortium meetings and sub-group meetings as and when required.
* To deliver on service provision function 4 within the Consortium's plan.
* To provide information and communication on relevant regional issues to support the sustainability of frontline services for women and to focus on: 1. Childcare, 2. Education and training, 3. Welfare reform and women into work, 4. Health and social care issues.
* To maintain and update the database for Women
* To be able to use mail chimp as a tool for information
* To co-ordinate & collate reports.
* To help deliver a programme of events for women.
* To host local consultations on policy issues.
* To ensure that government agencies and statutory bodies are updated and informed about the views and needs of Women in Disadvantaged Urban & Rural Areas.
* To advertise services including signposting information.
* To build up relationship with organisation and groups who provide services support or advice for women.
* To co-ordinate the collection and dissemination of data and statistics to ensure the sustainability of funding for services for women.
* To identify appropriate training required by the membership.
* To provide information and communication activities on relevant and specific issues
* To carry out an annual review
* Any other relevant duties