

# Women's Officer

## Role Description

## Role Purpose

The Women's Officer leads Dorset NEU's work in representing, supporting and empowering women members across the district. The role ensures that women's voices, experiences and concerns shape Dorset NEU's equality work and that workplaces promote gender equality, safety, wellbeing and fair treatment for all women educators.

## Key Responsibilities

### 1. Representation & Advocacy

- Act as Dorset NEU's lead representative for women members.
- Ensure women's perspectives inform Dorset NEU discussions, campaigns and decision-making.
- Highlight issues affecting women in education, such as sexism, discrimination, maternity rights, menopause support, workload, career progression and workplace safety.

### 2. Communication & Engagement

- Maintain regular communication with women members across Dorset.
- Share NEU national women's network information, events, campaigns and resources.
- Encourage women members to attend Dorset NEU meetings, CPD, equality events and take part in wider union activity.

### 3. Supporting Women's Participation

- Promote and help develop local women's networks, discussion spaces or peer-support groups.
- Encourage women members to take on roles including workplace reps, equality reps or district officers.
- Promote NEU leadership programmes, training and opportunities specifically aimed at supporting women into leadership.

### 4. Workplace Inclusion & Gender Equality

- Promote NEU guidance on women's rights at work, including maternity, menopause, flexible working, safeguarding and gender equality policies.
- Support reps in addressing workplace sexism, misogyny, bias or discriminatory practice raised by members.
- Encourage schools and colleges across Dorset to adopt inclusive, supportive and gender-equitable policies.

### 5. Events, Training & Activities

- Help organise Dorset-based women's equality events, training, workshops and campaigns (e.g. International Women's Day, menopause awareness).
- Promote participation in regional and national NEU women's conferences and events.

## 6. Monitoring & Reporting

- Monitor local issues affecting women members and identify emerging trends or concerns.
- Provide regular updates at Dorset NEU meetings on women's involvement, issues and opportunities for action.

## 7. Collaboration

- Work closely with the District Secretary, Equality Officer, Disabled Members Officer, Black Members Officer, ULR Officer and other Dorset NEU officers.
- Liaise with the Regional Office and the NEU national women's organising team.
- Build positive links with local community organisations promoting women's rights, equality and wellbeing.

## Skills & Attributes

- Strong understanding of gender equality and women's rights (or enthusiasm to learn).
- Good communication and relationship-building skills.
- Ability to represent women members' experiences with fairness, dignity and respect.
- Organisational skills to support events, networks and ongoing engagement.
- Commitment to NEU values of equality, empowerment and collective action.

## Time Commitment

- Attendance at Dorset NEU meetings.
- Ongoing engagement with women members and related equality activity.
- Participation in regional/national NEU women's events, training or networks where possible.