



National Women's Council (NWC)

Job Description

Job Title: Care Officer

Responsible to: Women's Economic Equality Coordinator

The aim and purpose of the job:

The Care Officer will play a key role in developing and delivering NWC's policy, and programmes work on valuing care and care work in line with our Strategic Plan 2021-2024: No Woman Left Behind. The Care Officer will play a central role in the development of awareness raising and a new conversation and narrative regarding care and the value of care to Irish society. Central to this role will also be developing NWC's work on an inclusive and intersectional feminist model of care which considers the needs of those who provide paid and unpaid care and those who require care or support. The Officer will engage with member organisations, and a diversity of civil society organisations and other stakeholders to ensure all policy positions are grounded in the needs and experiences of women. This role will include policy development, research, alliance building, supporting public engagement and event management.

Key Areas of Responsibility:

1. Support the NWC's Women's Economic Equality Coordinator to advance work on ensuring care and care work is valued in society
2. Engage a variety of sectors including, civil society, trade unions, business organisations, and NWC members in raising awareness and developing a public understanding of the importance of the value of care to our society
3. Develop evidence-based policy papers and submissions and oversee research on an intersectional feminist model of care, including a public care infrastructure across the lifecycle, the care economy, the interaction of care with work and social welfare, and the interaction of care and climate/sustainability



4. Implement strategies relevant to the care area and with respect to the recommendations of the Citizens' Assembly on Gender Equality
5. Be our representative at external events, in decision making and policy fora
6. Build relationships, collaborations, alliances and supporting engagement with key stakeholders at local, national, and international level, with particular attention to key groups - disabled women, migrant women, older women and women who provide care
7. Be our representative in coalitions and alliances relevant to care
8. Design and deliver consultations, focus groups with members and other stakeholders on issues related to care
9. Organise care-related events, seminars, workshops, roundtables and/or conferences
10. In liaison with Communications Team - Support the development of our communications and media strategy, proactively identify and provide key messages and communication opportunities relevant to policy areas, supply information for press releases, engage in social media strategy, act as a spokesperson and update the website on relevant Policy areas
11. In liaison with the Membership Team – Support the implementation of the organisational membership strategy by developing and implementing a membership engagement and recruitment plan for policy area
12. Support the development and implementation of an overall income generation strategy through identifying income generation opportunities both public and private. Make initial contacts with potential funders and develop funding applications relevant to the area
13. Participate in team meetings and regular performance management meetings with NWC's Women's Economic Equality Coordinator
14. Prepare monthly reports for Director
15. Work in collaboration with other staff to contribute to wider organisational goals
16. Undertake such duties as may reasonably be assigned from time to time



Essential experience and skills

- A relevant third level degree or equivalent third level qualification
- Minimum 3 years' experience working in a similar role
- Clear understanding of and commitment to a feminist ethos
- Demonstrable knowledge and understanding of how paid and unpaid care impacts on women in all their diversity
- Good understanding of the Irish NGO sector and Irish political landscape
- Experience of evidence-based policy development with an ability to develop robust and implementable policy solutions
- Excellent communication and interpersonal skills, with the ability to tailor communication to different audiences and formats
- Experience of partnership working, with demonstrable ability to build strategic alliances to support achievement of policy asks
- Experience of designing and delivering events, working with a range of stakeholders
- Ability to work independently, in a fast-paced environment and within competing deadlines
- Experience of managing relationships with different stakeholders, working as part of a team and using collaborative and partnership approaches
- Ability to manage projects/programmes and delivery of results

Core competencies for the position

- Strategic thinking
- Delivery of outcomes of Strategic goals
- Excellent decision making and teamwork skills
- Strong risk management and problem-solving skills
- Excellent IT skills and the ability to learn new ways of working
- Striving to improve personal performance
- Commitment to self-development