



National Women's Council (NWC)

Job Description

Job Title: Ending Violence Against Women Co-ordinator

Responsible to: Head of Policy

Main Purpose of the Role

The main aim and purpose of the Ending Violence Against Women Co-ordinator post is to lead advocacy, policy and implement activities to support NWC's goals in ending gender-based violence and exploitation in line with the NWC Strategic Plan 2021-2024: *No Woman Left Behind*. This will include strategic analysis, campaign development, implementation of strategic activities and advocacy to advance NWC strategic objectives. This role will have a particular emphasis on engaging with a diversity of sectors e.g., community, business, sporting to create a zero-tolerance culture on violence against women. The Co-ordinator will proactively include the full diversity of women into NWC's work and ensure NWC member engagement in all aspects of the work. This role requires proactive integration of the work into the organisational goals of NWC through collaboration with the wider staff team.

Principal Responsibilities

1. Integrate understanding of NWC policy on ending gender-based violence and exploitation, and knowledge of emerging trends and best practice on a national and international level into all activities
2. Strategically plan, analyse, implement, and evaluate the work to end gender-based violence and exploitation in accordance with the NWC strategic plan



3. Engage with diversity of sectors to support and enable the development of new responses at sectoral level to creating a culture of zero tolerance
4. Develop materials including digital to promote and communicate the work of ending gender-based violence
5. Demonstrate excellent oral, written and digital communications skills through the preparation of policy positions and policy materials and through the implementation of campaigns on issues pertaining to ending gender-based violence and exploitation
6. Represent NWC in a variety of external contexts, both at local, national and international level and act as lead spokesperson on relevant policy areas.
7. Take a leadership role in building and maintaining strategic relationships and alliances with key stakeholders and increasing the visibility of NWC work on ending gender-based violence and exploitation
8. Maintain an overview and analysis of the external political, economic and social environment as it relates to ending gender-based violence and exploitation and its wider relationship to achieving gender equality.
9. Manage staff of NWC in the ending gender-based violence and exploitation area
10. Develop and manage cross sectoral and member working groups on issues relevant to NWC's ending gender-based violence and exploitation objectives and participate in external coalitions to advance same.
11. Coordinate the work of the Irish National Observatory on Violence Against Women
12. Event management of seminars, workshops, roundtables or conferences on issues relating to women's health human rights. Assist with the organisation of NWC events.
13. In liaison with Communications Team - Support the development of NWC's communications and media strategy, proactively identify and provide key messages and communication opportunities relevant to your policy areas, supply information



for press releases, engage in NWC social media strategy, act as a spokesperson and update the website on relevant Policy areas.

14. In liaison with the Campaigns & Mobilisation team support the development of relevant campaigns and mobilisation strategies, engage in campaigns and mobilisation and act as a campaign spokesperson
15. 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 your policy area.
16. 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 your area. Compile reports and work plans for relevant funders.
17. Participate in regular performance management meetings with the Head of Policy, produce a monthly report for the Director and report to the NWC board as required.
18. Undertaking such duties as may reasonably be assigned from time to time by the by the Head of Policy and/or Director

Essential experience and skills

- A relevant third level degree or equivalent third level qualification
- Minimum 5 years' experience working in a similar role
- Clear understanding of and commitment to a feminist ethos
- Experience of evidence-based policy development with an ability to develop robust and implementable policy solutions
- Excellent strategic analysis skills



- Excellent communication and interpersonal skills, with the ability to tailor communication to different audiences and formats
- Experience of complex partnership working, with demonstrable ability to build strategic alliances to support achievement of policy asks.
- 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
- Experience of managing staff
- Experience of managing budgets and projects

Core competencies for the position

- Ability to think and plan strategically & develop and implement creative approaches
- Ability to communicate effectively verbally and in writing form
- Ability to deliver to a high standard in a fast-paced environment
- Ability to represent NWC externally
- Commitment to self-development