



National Women's Council of Ireland

JOB DESCRIPTION

Job Title: Head of Development & Policy

Reports to: Director

Main Purpose of the Job: The Head of Development & Policy will lead NWC's policy and development work. The person will support the overall strategic development of the organisation in line with the goals of our Strategic Plan 'No Woman Left Behind'. The person will have full oversight of the policy work of NWC and will manage and support the policy staff to achieve their goals. The Head of Development & Policy will be proactive and identify strategic opportunities for effective advocacy. The person will identify and build alliances and collaborations with organisations across a variety of sectors. The person will represent the organisation externally at local, national, and international level, where appropriate. As Head of Development & Policy the person will contribute to a high level within the senior management team and work with colleagues to ensure strategic goal alignment.

Key Areas of Responsibility:

- Working with the Director and the Management Team to play a strategic role in the on-going development of the NWC.
- Developing intersectional approaches to our advocacy and policy work and supporting the team in their implementation
- Identifying new relevant opportunities for NWC to further our goals
- Contributing to and supporting strategic planning processes
- Identifying and developing income generation opportunities, compiling and submitting funding applications with staff team
- Co-ordination of strategic projects
- Lead and manage policy team and strive to improve team performance.
- Representing NWC in national and international fora and in the media
- Developing and maintaining strategic relationships and alliances

- Contributing to the implementation of NWC's Communications Strategy and integration of new IT systems (e.g., CRM)
- Undertaking policy work in agreed areas
- Policy Development in new areas of work for NWC
- Organise regular policy team meetings and support organisation of other team and planning meetings, as required
- Ensure compliance with all relevant funding requirements
- Oversee management of advocacy contact databases
- Attending monthly support sessions with the Director and producing a monthly work report
- Performing other tasks as assigned by the Director.

Person Specification:

Ideally the candidate will have the following:

Principal Qualifications required:

A 3rd level qualification in social policy, management, or related area

Experience

At least 5 years' experience in a senior management role in a Non-Governmental Organisation (NGO) or other relevant sector

Competencies (skills and experience)

Essential

- Must be fluent English speaker
- Proven ability to manage people and support the prioritisation of objectives ensuring a high level of accountability and empowerment.
- Strong commitment to feminism and intersectional approaches and understanding of the inequalities women experience, the Irish political system and civil society landscape

- Strong knowledge and understanding of feminism and intersectional approach to women's equality issues in Ireland
- Experience in strategic planning and organisational development
- Extensive experience of working with statutory or regulatory bodies with the ability to influence the shaping of Irish government policy.
- Strong policy development and analysis
- Experience in developing and writing funding submissions at national and EU levels for large scale projects.
- Experience in programme, project and research management
- Excellent communication skills, verbal and written and ability to communicate complex issues in a clear and accessible manner and to work with diverse audiences
- Excellent IT skills, including using Content Management Systems, email marketing systems, social media tools and website and the willingness to learn new technologies.
- Ability to work independently, prioritise workload in a fast-paced environment and within competing deadlines.
- Experience of managing relationship with different stakeholders, working as part of a team and utilising collaborative and partnership approaches
- Ability to represent the NWC in policy making fora at national and international levels and in the media
- Ability to work unsocial hours, particularly at weekends

Desirable

- Experience in working for a membership organisation
- Ability to develop creative approaches to delivering change

Personal Qualities

- Share the values and ethos of the National Women's Council
- A clear feminist analysis and understanding of women's inequality.

- Commitment to social justice and equality for women
- Commitment to participative processes and ways of working
- Creativity & innovative approach to problem solving
- Excellent leadership skills with a proven ability to successfully lead and empower teams
- Excellent interpersonal skills complemented by strong communication and management abilities
- Excellent decision making and problem solving