



National Women's Council of Ireland

JOB DESCRIPTION

Job Title: Head of Policy

Reports to: Director

Main Purpose of the Job: Lead NWCI's policy team, advocacy work and support the overall strategic development of the organisation

Key Areas of Responsibility:

- Working with the Director and the Management Team to play a strategic role in the on-going development of the NWCI
- Developing intersectional approaches to women's lived experiences
- Deputising for the Director in relation to specified areas in her absence
- Contributing and supporting Strategic planning processes
- Identifying and developing income generation opportunities and funding applications, particularly EU transnational projects
- Co-ordination of strategic Projects
- Managing and supporting staff
- Representing NWCI in national and international fora and in the media
- Developing and maintaining strategic relationships and alliances
- Contributing to the implementation of NWCI's Communications Strategy and integration of new IT systems (e.g. CRM)
- Undertaking policy work in agreed areas
- 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 3-5 years' experience in a senior management role in a Non-Governmental Organisation (NGO) or other relevant sector

Competencies (skills and experience)**Essential**

- Proven ability to develop & manage high performance teams in which there is a high level of accountability and empowerment supported by a culture of transparency and trust.
- 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 build relationships /strategic alliances
- Ability to communicate complex issues in a clear and accessible manner and to work with diverse audiences
- Ability to represent the NWCI in policy making fora at national and international levels and in the media

Desirable

- Experience in working for a membership organisation
- Ability to develop creative approaches to delivering change
- Very good knowledge and understanding of feminism and intersectional approach to women's equality issues in Ireland
- Excellent IT skills

Personal Qualities

- Share the values and ethos of 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 successful lead and empower teams
- Excellent interpersonal skills complemented by strong communication and management abilities