**National Women’s Council of Ireland**

**Job Description**

**Job Title:** Women and Local Government & Development Officer

**Responsible to:** Head of Development

**Main Purpose of the Job:**

The Women and Local Government & Development Officer will provide, in accordance with the Strategic Plan, leadership and direction to the NWCI’s work to ensure that women’s equality and women’s rights are placed at the heart of local government reform and alignment processes. This will include strategic analysis, lobbying and negotiation with a particular emphasis on building alliances in both statutory and non-statutory sector to advance NWCI strategic objectives in the areas of local development and local government. She/he will have responsibility for leading programmes and campaigns and ensuring NWCI member engagement in all aspects of the work.

**Principal duties:**

1. Provide leadership and direction to the strategic goals, targets and objectives of NWCI in relation to women’s participation and representation in local life, including analysis, planning and evaluation.
2. Support the Department of Housing, Planning, Community and Local Government and Pobal to facilitate local authorities in making local government structures and programmes more accountable and responsive to women; this will be achieved by supporting gender-sensitive planning, policy and programme development at a local level to facilitate increased representation and participation of women.
3. Work collaboratively and engage the broad spectrum of skills and expertise among NWCI membership and key stakeholders to take collective action in ensuring that the voices of marginalised women are represented in decision making-structures locally and nationally and specifically in reformed local government structures, as mandated by NWCI’s membership.
4. Ensure NWCI membership is centrally involved in all aspects of this work through ongoing consultation and planning processes, including through establishing and supporting relevant membership working groups.
5. Research, develop and write NWCI policy positions, submissions and recommendations for approval by NWCI Board / Director on issues that relate to women’s representation and participation in local life.
6. Responsibility for implementing the SSNO budget with Head of Finance and Operations, and work with Head of Development in identifying and securing funding to ensure sustainability of work programmes on related activities.
7. Event management of seminars, workshops, roundtables or conferences on issues relating to women’s participation and representation in local life. Assist with the organisation of NWCI events
8. Build strategic alliances with all relevant national community and voluntary sector organisations, civil servants and policy makers in the political parties, State agencies and public bodies to identify creative approaches to advance NWCI strategic goals.
9. Update NWCI’s CRM database to and utilise information in planning, monitoring and evaluation of NWCI’s programmes.
10. Represent NWCI in a variety of external contexts, both at local, national and international level and act as lead spokesperson on relevant policy area.
11. Participate in NWCI teams and one-to-ones with line manager, prepare reports to Director, and lead internal groups as relevant.
12. Undertaking such duties as may reasonably be assigned from time to time by the Director / Head of Development.

**PERSON SPECIFICATION**

**ESSENTIAL REQUIREMENTS**

**Principal Qualifications required:**

A relevant 3rd level qualification

**Experience**

At least 3-5 years’ experience in a similar role in a Non-Governmental Organisation (NGO) or other relevant sector

Experience of promoting an organisation to a diverse audience

Experience of policy development and representation

Knowledge of local authorities and local development structures

**Competencies**

Excellent communication skills and ability to build relationships / strategic alliances

Excellent marketing skills

Excellent analytical skills

Ability to communicate complex issues in a clear and accessible manner, both verbal and written

Ability to represent the NWCI in policy making fora

Ability to develop creative approaches to delivering change

Negotiation & Facilitation skills

Programme and project management skills

**Attributes**

A clear understanding and commitment to a feminist analysis of women’s position in Ireland

Commitment to social justice and equality for women

Commitment to participative processes and ways of working

Creativity

Flexibility

Initiative