**National Women’s Council of Ireland**

**Job Description**

**Job Title:** Women’s Economic Equality Co-ordinator

**Responsible to:** Head of Policy

**Main Purpose of the Role**

The Women’s Economic Equality Co-ordinator will lead policy, develop and implement programmes, campaigns and activities to support NWCI’s goals on socio-economic equality as contained in the strategic plan. 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. They will ensure NWCI member engagement in all aspects of the work. The Co-ordinator will have particular responsibility for advancing NWCI’s work in the area of gender budgeting, and must have knowledge and understanding of social welfare and taxation systems, and economic analysis as related to women’s economic equality. This role requires the integration of women’s socio-economic equality into the organisational goals of NWCI through collaboration with fellow staff.

**Principal duties:**

1. Strategically plan, analyse, implement and evaluate the area of women’s socio-economic equality and rights in accordance with the strategic plan.
2. Demonstrate excellent oral and written communications skills through: the preparation of policy positions, submissions, presentations, briefings and information materials.
3. Represent NWCI in a variety of external contexts, both at local, national and international level and act as lead spokesperson on relevant policy areas and in relevant public campaigns.
4. Lead NWCI work in building and maintaining strategic relationships and alliances with key stakeholders within social partnership.
5. Maintain ongoing analysis of the external environment as it relates to gender, equality, the NGO sector and the political, economic and social environment.
6. Manage cross sectoral and member working groups on issues relevant to NWCI’s socio-economic objectives and participate in external coalitions to advance same.
7. Manage programmes and /or projects on issues relevant to the policy area.
8. In liaison with Communications Team - Support the development of NWCI’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 NWCI social media strategy, act as a spokesperson and update the website on relevant Policy areas.
9. 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.
10. 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.
11. Participate in regular performance management meetings with the Head of Policy, produce a monthly report for the Director and report to the NWCI board as required.
12. Undertaking such duties as may reasonably be assigned from time to time by the Director / Head of Policy