



JOB DESCRIPTION

Role: Senior Policy Coordinator (5 day/week)

Responsible to: Head of Policy

Main Purpose of Job

The Senior Policy Coordinator plays a central role in advancing NWC's strategic objectives across key areas of women's equality. This role will involve a particular focus on women's safety, gender-based violence, and tackling all forms of violence against women. NWC's remit in this area is broad and intersectional, encompassing topics ranging from domestic and sexual violence to harassment, technology-facilitated abuse, and structural issues such as housing precarity and its relationship to violence against women.

Working under the direction of the Head of Policy, the post-holder will lead and coordinate policy development, advocacy, research, campaigns, events, and strategic activities in combating domestic, sexual and gender-based violence, ensuring all work aligns with NWC's feminist values and Strategic Plan. The role involves providing strategic analysis, developing policy positions and outputs, project management, developing advocacy initiatives, and supporting a small team or project staff where required.

The Senior Policy Coordinator will foster strong relationships and alliances across statutory and non-statutory sectors, collaborate closely with NWC members and stakeholders, and represent NWC in relevant public forums. An intersectional feminist approach and inclusion of women in all their diversity will underpin core aspects of the role.

Key Areas of Responsibility

The following section outlines key areas of responsibility; however other duties may be reasonably assigned from time to time.

Leadership & Management

- Provide day-to-day leadership and coordination to Policy & Engagement Officers and other supporting staff working within your project team.
- Contribute to the smooth running of the Policy Team and support integration with other areas of NWC's work.
- Support the Head of Policy in planning, monitoring, and evaluating policy projects and programmes.



Policy Development & Research

- Lead or contribute to the development of policy papers, submissions, presentations, briefings, and recommendations on key areas and projects relevant to women's equality and rights, with respect to combatting violence against women.
- Undertake research, analysis, and consultation to inform NWC's policy positions and advocacy strategies. This may also include project managing external researchers or contractors, where relevant.
- Ensure that all policy outputs reflect feminist and intersectional perspectives.

Representation & Advocacy

- Represent NWC in external forums, networks, and meetings at local, national, and international levels.
- Build and maintain strategic relationships with stakeholders, partners, and member organisations.
- Act as a spokesperson to media, where relevant and appropriate.
- Communicate NWC's policy positions effectively across a range of audiences, including government, media, NWC's membership, and broader civil society.

Programme & Project Management

- Plan, implement, and oversee policy projects, ensuring timelines, outputs, and deliverables are met.
- Manage project budgets in collaboration with the Head of Policy and the Finance Team ensuring compliance with funder requirements.
- Monitor and evaluate project impact and contribute to organisational reporting and learning.
- Develop, convene, and oversee relevant cross-sectoral or NWC member Working Groups, Networks, and Alliances (e.g. NWC's Observatory on Violence Against Women).

Strategic Planning & Integration

- Contribute to NWC's strategic and operational planning processes.
- Ensure policy activities are aligned with NWC's broader strategic priorities and cross-organisational objectives.
- Support innovation and continuous improvement in NWC's policy work.



- Ensure effective engagement and integration of NWC members in policy areas and work, including through the identification of possible new members.

Communication

- Produce high-quality written materials, including reports, briefings, and submissions.
 - Demonstrate excellent oral communication skills.
 - Develop key messages, contribute to communication materials (e.g. press releases), and identify communication opportunities relevant to your project areas, ensuring effective coordination with the Communications, Membership, and Campaigns team. Support internal communication and collaboration across teams.
 - Supervise and sign off on the preparation of monthly reports, in collaboration with relevant Policy & Engagement Officer(s) and the Head of Policy.
 - Assist with the delivery of events – including seminars, workshops, roundtables, or conferences in collaboration with the wider NWC team.
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Experience & Qualifications

- A third level qualification in social policy, public policy, social sciences, law, or a related field.
 - At least 3 years' experience in policy, research, or advocacy within the NGO, public, or related sector or policy area (e.g. combatting Domestic, Sexual, and Gender-Based Violence).
 - Demonstrated experience in managing or coordinating projects and budgets.
 - Demonstrated experience in policy development and strong writing skills
 - Strong knowledge of the Irish political and policy environment and understanding of feminist and equality frameworks.
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Competencies

- Knowledge and understanding of NGO sector, gender and equality.
- Drive & commitment to feminist values.
- Striving to improve performance of team and core area.
- Commitment to self-development.

**Personal Attributes**

- Collaborative, inclusive, and solutions-focused approach.
- Strong interpersonal and relationship-building skills.
- Creativity and innovation in problem-solving.
- High levels of integrity, accountability, and professionalism.