



Job Description

Women's Leadership Officer

Responsible to: Head of Campaigns & Mobilisation

The aim and purpose of the job:

The Leadership Officer will play a key role in developing and delivering NWC's policy, advocacy and campaigns work on Women's Leadership on an All-Island basis in line with our Strategic Plan 2021-2024: No Woman Left Behind.

The Leadership Officer will work with the Head of Campaigns & Mobilisation in connecting with new European/local and National leaders leading up to the elections in 2024 and after they are elected. The Officer will deliver campaigns on women's leadership and increasing women's representation at senior level in all sectors of society. The Officer will play a central role in the building of women's voices in all-island decision-making fora. In particular, the Officer will support the NWC's All-Island Women's Forum (AIWF).

Central to this role will also be developing NWC's work with marginalised communities and building better understanding and inter-community links with an inclusive and intersectional feminist model of community development and engagement.

The Officer will engage with member organisations, and a diversity of civil society organisations and other stakeholders to ensure all policy positions are grounded in the needs and experiences of women. This role will include alliance building, policy development, research, supporting public engagement and event management.

Key Areas of Responsibility:

1. Support the Head of Campaigns & Mobilisation to advance Women's Leadership on an All-Island basis, in consultation with NWC's membership.



2. Develop and implement a programme of activities to support the ongoing development of the AIWF.
3. Represent NWC at external events
4. Build relationships, collaborations, alliances, and support engagement with key stakeholders at local, national, and international level, with particular attention to marginalised communities.
5. Monitor and analyze rates of women's representation across key sectors including politics, community and voluntary sector, public and private boards, in sports, in trade unions, in academia etc.
6. Building alliances with external campaigns to advance women's leadership.
7. Represent NWC in coalitions and alliances relevant to own work.
8. Organise events, seminars, workshops, roundtables and/or conferences in relation to own area of work
9. In liaison with Communications Team - Support the development of NWC's communications and media strategy, proactively identify and provide key messages and communication opportunities relevant to policy areas, supply information for press releases, engage in NWC social media strategy, act as a spokesperson and update the website on relevant Policy areas.
10. In liaison with the Membership Team, develop and implement membership engagement and recruitment by maximising membership "ownership" of campaigns and policy advocacy, mapping members and potential members and facilitating meetings and engagements on an all-island basis.
11. 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 the area.



12. Participate in NWC team meetings and regular performance management meetings with the Head of Campaigns & Mobilisation
13. Prepare monthly reports for Director
14. Work in collaboration with other NWC staff to contribute to wider organisational goals.
15. Undertake such duties as may reasonably be assigned from time to time.

Essential experience and skills

- A relevant third level degree or equivalent third level qualification
- Minimum 3 years' experience working in a similar role
- Clear understanding of and commitment to a feminist ethos
- Demonstrable knowledge and understanding of all-island cross border decision-making & dialogue fora
- Good understanding of the NGO sector and political systems on the island.
- Experience of evidence-based policy development with an ability to develop robust and implementable policy solutions.
- Excellent communication and interpersonal skills, with the ability to tailor communication to different audiences and formats
- Ability to represent the Organisation at National/International/Local level
- Experience of partnership working, with demonstrable ability to build strategic alliances to support achievement of policy asks.
- Experience of designing and delivering events, working with a range of stakeholders
- Ability to work independently, in a fast-paced environment and within competing deadlines
- Experience of managing relationships with different stakeholders, working as part of a team and using collaborative and partnership approaches.
- Ability to manage projects/programmes and delivery of results



Core competencies for the position

- Strategic thinking
- Community development skills and experience
- Excellent decision making and teamwork skills
- Strong risk management and problem-solving skills.
- Excellent IT skills and the ability to learn new ways of working
- Drive & Commitment to feminist values
- Striving to improve personal performance
- Commitment to self-development