



National Women's Council (NWC)

Job Description

Job Title: Policy and Legal Officer

Responsible to: Head of Policy

The aim and purpose of the job:

The main aim and purpose of the Policy and Legal Officer post is to support policy and advocacy development and implementation across all policy areas in line with the NWC Strategic Plan 2021-2024: *No Woman Left Behind*. The post holder will undertake research and provide an analysis of the broad range of issues that pertain to women's equality. The post holder will provide support and administrative assistance to the Head of Policy. In addition, the post holder will support the development of submissions, consultations, reports and presentations through feminist legal analysis and writing.

Key Areas of Responsibility:

- Supporting members of the Policy Team in delivering on work based on core policy areas outlined in the NWC Strategic Plan, as determined by Head of Policy.
- Providing support to the Head of Policy on an ongoing basis.
- Preparing feminist analysis of policy issues and preparing policy submissions.
- Preparing feminist legal analysis of legislation and national and international policy
- Leading on the development of legal analysis, draft legislation or legal input where the need has been identified.
- Monitor legislative processes in the Oireachtas and identify and highlight campaigning and engagement opportunities
- Representing the NWC policy positions to stakeholders and in decision making and policy fora.
- Contributing policy and/or legal input to NWC campaigns.
- Responding to requests for policy materials and briefings to support the work of the Director and Head of Policy as required.
- Informing, and consulting with, NWC staff, Board, members and to develop NWC policy positions.
- Providing support to the Policy Team in the areas of event planning and management, membership engagement and other areas where the need for support has been identified.



- Working in collaboration with other NWC staff to contribute to wider organisational goals.
- Participating in all appropriate NWC team meetings
- 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.
- 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 the area of work.
- In liaison with Communications Team identify and provide key messages and communication opportunities relevant to the policy area; supply information for press releases, engage in NWC social media strategy, update the website, develop regular supporter communications emails and Newsflash updates on relevant policy areas
- Participating in regular performance management meetings with the Women's Health Coordinator.
- Preparing monthly reports for Director
- Undertaking 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
- Experience of evidence-based policy development with an ability to develop robust and implementable policy solutions.
- Evidence of feminist legal analysis of legislation and national and international policy
- Excellent communication and interpersonal skills, with the ability to tailor communication to different audiences and formats
- 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 pace environment and within competing deadlines
- Experience of managing relationships with different stakeholders, working as part of a team and using collaborative and partnership approaches.

Core competencies for the position



- Ability to communicate effectively verbally and in writing form
- Ability to deliver to a high standard in a fast paced environment
- Ability to represent NWC externally
- Ability to develop and implement creative approaches
- Commitment to self-development