**National Women’s Council of Ireland**

**Job Description**

**Job Title:** Women in Leadership Officer

**Responsible to:** Head of Development

**Main Purpose of the job:**

The Women in Leadership Officer will lead policy, develop and implement programmes, campaigns and activities to support the leadership and decision making goals contained in the strategic plan. The Officer will build on the work of NWCI to bring about change by developing and clearly articulating a feminist leadership model and vision. The Officer will strive to reform structures and culture that will enable women’s progress in politics, to increase women's representation in the Boardrooms and senior positions in the public and private sector, work with young women to increase their leadership aspirations and capacity and increase the representation of women in leadership roles more broadly. Critically, this role requires the integration of the Women in Leadership work into the organisational goals of NWCI through collaboration with fellow staff.

**Principal duties:**

1. Implement and evaluate the leadership area in accordance with the strategic plan.
2. 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 public life.
3. Forge new relationships within the Private and Public sectors to increase women's representation at senior level.
4. Building and maintaining strategic relationships and alliances with key stakeholders, and increasing the visibility of NWCI’s leadership work.
5. Develop and implement creative approaches to working with young women to build their leadership capacities and aspirations.
6. Implement campaigns and related activities on women in leadership.
7. Manage staff working groups, as appropriate, on issues relevant to the organisation’s leadership objectives.
8. Event management of seminars, workshops, roundtables or conferences on issues relating to women in leadership. Assist with the organisation of NWCI events.
9. Demonstrate excellent oral and written communications skills through: the preparation of policy submissions, briefing and information materials on leadership, representing the organisation in a variety of fora on a local, national and international level.
10. In liaison with Communications Team identify and provide key messages and communication opportunities relevant to your policy areas, supply information for press releases, engage in NWCI social media strategy, update the website on relevant Policy areas.
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 your area. Compile reports and work plans for relevant funders.
12. In liaison with the Membership Team support the implementation of the organisational membership strategy
13. Participate in NWCI team meetings and regular performance management meetings with the Head of Development, produce a monthly report for the Director, and report to the NWCI Board as required.
14. Undertaking such duties as may reasonably be assigned from time to time by the Director