

National Women's Council of Ireland

Job Description

Job Title: Women's Economic Equality Co-ordinator

Responsible to: Head of Development & Policy

Main Purpose of the Role

The Women's Economic Equality Co-ordinator will lead policy, develop and implement campaigns, conduct and oversee research and carry out actions to support NWC'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 NWC's strategic objectives. They will ensure NWC member engagement in all aspects of the work. The Co-ordinator will have particular responsibility for advancing NWC's work in the area of women's poverty, gender budgeting including issues of social welfare and taxation. This role requires the integration of women's socio-economic equality into the organisational goals of NWC 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 NWC 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 NWC's work in building and maintaining strategic relationships and alliances with key stakeholders within social partnership and a variety of fora.
5. Proactively engaging and providing policy content to NWC campaigns
6. Maintain ongoing analysis of the external environment as it relates to gender, equality, the NGO sector and the political, economic and social environment.
7. Manage cross sectoral and member working groups on issues relevant to NWC's socio-economic objectives and participate in external coalitions to advance same.
8. Manage Care Officer and ensure provide effective leadership in management role.
9. Manage projects and oversee research on issues relevant to the policy area.
10. 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 your policy areas, supply information for press releases, engage in NWC's social media strategy, act as a spokesperson and 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 by developing and implementing a membership engagement and recruitment plan for your policy area.
13. Participate in regular performance management meetings with the Head of Development & Policy, produce a monthly report for the Director and report to the NWC board as required.
14. Undertaking such duties as may reasonably be assigned from time to time by the Director / Head of Development & Policy

Essential experience and skills

- A relevant third level degree or equivalent third level qualification
- Minimum 5 years' experience in a similar role
- Knowledge and experience in issues relating to economic equality.
- Proven ability to mobilise diverse organisations, individuals, and sectors to achieve common goals.
- Proven ability to communicate complex policy issues in a clear and accessible manner.
- Proven ability to manage others and support the prioritisation of objectives
- Excellent IT skills, including using Content Management Systems, email marketing systems, social media tools and website and the willingness to learn new technologies.
- Strong commitment to feminism and strong knowledge and understanding of the inequalities women experience, the Irish political system and civil society landscape
- Ability to work independently, prioritise workload in a fast-paced environment and within competing deadlines.
- Experience of managing relationship with different stakeholders, working as part of a team and utilising collaborative and partnership approaches

Essential requirements

- Management Skills
- Effective communication skills oral, written and digital
- Must be fluent English speaker

Desirable experience and skills

- Ability to develop creative approaches to delivering change
- Negotiation and conflict management
- Programme, project and research management
- Creative approaches to facilitation

Core competencies for the position

- Strategic Thinking
- Delivery of outcomes of Strategic goals
- Strong risk management and problem-solving skills.
- Effective communication
- Striving to improve personal performance
- Commitment to self-development