



National Women's Council

Job Description

Job Title: Women in Leadership Co-ordinator

Responsible to: Head of Policy

Main Purpose of the job:

The Women in Leadership Coordinator will lead policy, develop and implement programmes, campaigns and activities to support the women in leadership and decision-making objectives contained in the NWC strategic plan.

The Co-ordinator will build on the work of NWC to bring about change by developing and clearly articulating a feminist leadership model and vision; work to reform structures and culture that will enable women's progress in politics, in the public and private sector; and increase the representation of women in leadership roles more broadly at local and national level. The Co-ordinator will proactively include the full diversity of women in leadership. Critically, this role requires the integration of the Women in Leadership work into the organisational goals of NWC through collaboration with fellow staff.

Principal duties:

1. Strategically plan, analyse, implement and evaluate the leadership area in accordance with the strategic plan and develop a specific Women's Leadership strategy to achieve these objectives
2. Research, develop and write NWC policy positions, submissions and recommendations for approval by NWC Board / Director on issues that relate to women's representation and participation in local and national life
3. 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
4. Take a leadership role in building and maintaining strategic relationships and alliances with key stakeholders, and increasing the visibility of NWC's leadership work



5. Represent NWC in a variety of external contexts, both at local, national and international level and act as lead spokesperson on relevant policy area.
6. Manage strategic 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 NWC events.
9. Maintain ongoing analysis of the external environment as it relates to gender, equality, the NGO sector, and political economic and social environment
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 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 Head of Finance & Operations manage project budget for leadership programmes.
13. 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.
14. Participate in NWC team meetings and regular performance management meetings with the Head of Policy, produce a monthly report for the Director, and report to the NWC Board as required.
15. Undertaking such duties as may reasonably be assigned from time to time by the Head of Policy and/or Director