**National Women’s Council (NWC)** **Job Description**

**Job Title: Policy and Campaigns Officer (Care & Support)**

**Responsible to: Women’s Economic Equality Coordinator**

**The Aim and Purpose of the Job**

The Policy and Campaigns Officer will play a key role in developing and delivering NWC’s policy and programmes relating to themes of care, valuing care, care and support work, and how it intersects with other policy areas of strategic interest to NWC. This role offers an exciting opportunity to shape policy and campaigns in a way that ensures care and support remain central to discussions on women’s economic equality, climate justice, violence against women, health and leadership.

The Policy and Campaigns Officer will play a central role in the development of awareness raising and a new conversation and narrative regarding care and the value of care to Irish society. Central to this role will also be developing NWC’s work on an inclusive and intersectional feminist model of care, developing evidence-based solutions, ensuring care and care work is valued in society and central to economic and social planning.

The Officer will engage with NWC 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 policy development, desk research, alliance building, campaign development and implementation, supporting public engagement, and event management.

**Key Areas of Responsibility**

1. Policy Development and Research: Develop tangible evidence-based policy positions, (including policy papers, briefings and submissions) on care and support, and its intersection with women’s economic equality, climate justice, leadership, and social protection. Conduct and oversee desk-based research on an intersectional feminist model of care, including public care infrastructure, care work, and economic justice, and implement strategies relevant to these policy areas.
2. Monitor and analyse national and international legal, policy and practice developments related to care and support, identifying opportunities for NWC to engage with key decision-makers through consultations and advocacy, informing members and networks on emerging issues, in addition to public messaging.
3. Engage a variety of sectors including civil society, trade unions, business organisations, and NWC members in raising awareness and developing campaigns to improve the public's understanding of the importance and value of care to our society.
4. Represent NWC externally through decision making and policy forums, events, media, and coalitions/alliances relevant to care; and contribute to wider policy discussions and advocacy efforts on intersecting issues.
5. Build relationships, collaborations, alliances, and support engagement with key stakeholders at local, national, and international levels, with particular attention to key groups—disabled women, migrant women, older women, Traveller and Roma women and women who provide care and support.
6. Design, organise and deliver events, including seminars, workshops, consultations and focus groups with members and other stakeholders on issues related to care and other key campaign areas.
7. In liaison with the Communications Team - support the development of communications strategies and media materials, such as key messages and press releases; act as a spokesperson; support the development of social media campaigns and update relevant pages on the website.
8. 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 relevant campaign and policy areas.
9. In liaison with the Campaigns Team - support the development and implement a comprehensive campaign and advocacy strategy that includes grassroots mobilisation, digital advocacy, media engagement, and policy influence. Coordinate efforts with key stakeholders, including member organisations and advocacy coalitions, to ensure a cohesive and effective approach to advancing care-related policy objectives while also supporting other key campaign areas within NWC’s strategic plan.
10. 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.
11. Participate in team meetings and regular performance management meetings with NWC’s Women’s Economic Equality Coordinator.
12. Prepare monthly reports for the Director.
13. Work in collaboration with other staff to contribute to wider organisational goals.
14. Undertake such duties as may reasonably be assigned from time to time.

**Essential Experience and Skills**

* A relevant third-level degree or equivalent qualification.
* Minimum 3 years’ experience in a similar role.
* Clear understanding of and commitment to a feminist ethos.
* Demonstrable knowledge of care policy and its intersection with economic and social justice.
* Strong understanding of the Irish NGO sector and political landscape.
* Experience in policy development with the ability to create robust and implementable policy solutions.
* Excellent communication and interpersonal skills, with the ability to tailor messages to different audiences and formats.
* Proven experience in advocacy, campaigns, public engagement, and coalition building.
* Experience in event planning and stakeholder engagement.
* Ability to work independently in a fast-paced environment while managing competing priorities.
* Strong project and programme management skills.

**Core Competencies for the Position**

* Strategic thinking, research and policy analysis.
* Delivery of outcomes aligned with strategic goals.
* Effective decision-making and teamwork skills.
* Strong risk management and problem-solving abilities.
* Proficiency in IT and digital communication tools.
* Commitment to professional growth and self-development.