



Position Description

POSITION TITLE	Advocacy and Engagement Manager
REPORTS TO	CEO
DIRECT REPORTS	Policy Officer (0.8 FTE) Youth Pride Network Coordinator (0.8 FTE) Grants Officer (0.6 FTE) Digital Communications and Events Officer (0.8 FTE)
KEY RELATIONSHIPS	<i>Internal:</i> CEO, Finance Manager, Advisory Service Manager, Program and Regional Engagement Manager, other YACWA staff <i>External:</i> Young people across WA, youth and community sector organisations, various Government Departments, key funding bodies
REMUNERATION:	SCHADS Level 7.1, super and 4 weeks annual leave pro-rata,
HOURS	30 - 37.5 hours per week negotiable
TERM	Permanent
LOCATION	Level 5, 200 Adelaide Terrace, East Perth
Accessibility	The YACWA office is wheelchair accessible, with accessible and gender-neutral bathrooms in the building

ABOUT YACWA

The Youth Affairs Council of Western Australia (YACWA) is WA's peak non-government youth organisation. YACWA operates primarily as a human rights organisation that seeks to address the exclusion of young people in a rapidly changing society. YACWA is widely respected and has a strong and diverse membership which includes policy makers, academics, youth workers and, importantly, young people who are all passionate about achieving positive and meaningful outcomes for the children and young people of Western Australia.

PURPOSE OF ROLE

As part of the YACWA senior leadership team, the Advocacy and Engagement Manager will lead engagement with YACWA members, networks, young people and staff to develop member-driven and evidence-based advocacy and policy positions supported with sector engagement opportunities. This may include the co-design of campaigns, writing policy submissions and coordinating sector engagement and learning opportunities. This role will help reduce inequality and disadvantage for young people in Western Australia.

POSITION CONTEXT

YACWA strives to be a leading force in policy development surrounding youth issues in Western Australia. This role is essential to ensuring YACWA develops sound evidence-based policy positions that can be utilised to advocate for effective changes to social policy and in doing so engage directly with, and connect to, the youth sector and young people on a broad range of issues. This role will lead and coordinate a team of staff that supports both policy and sector engagement work to deliver our advocacy priorities. The role provides management and coordination of key events such as the WA Youth Awards, membership, grants and external communications via social media and e-news.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

SYSTEMIC ADVOCACY AND POLICY

- Build and maintain effective relationships and consult and engage with a broad range of stakeholders, including YACWA members and young people as required.
- Monitor and analyse complex environments and emerging issues related to YACWA's strategic objectives working with the CEO and team to plan and implement responses.
- Drive change through planning, coordinating, and implementing advocacy initiatives to achieve YACWA's advocacy objectives including campaigns and other innovative approaches.
- Manage the development of timely and influential sector representation and public policy advice including stakeholder engagement and consultation, research, analysis, and preparation of high-quality written materials including correspondence, reports, plans and submissions.
- Advise and coordinate with the CEO on policy matters and direct engagement with relevant State Government agencies and Members of Parliament
- Represent the organisation and the collective voice of members and stakeholders in a range of environments and formats including on committees, with senior public servants and Members of Parliament and other stakeholders.
- Work collaboratively internally and externally, supporting the development of lived experience of young people and other key strategic partnerships.
- Support and guide the ongoing development and work of the [Youth Pride Network](#) as the leading advocate voice of LGBTIQ+ young people

MEMBER AND SECTOR ENGAGEMENT

- Support the CEO with the development and management of YACWA's member and sector engagement strategy with an aim to bring new connections to YACWA
- Oversee the development and delivery of key YACWA events that engage with members and the youth sector, such as the WA Youth Awards, YACWA Fairground Youth Sector Conference (biannual), the Annual General Meeting and other events.
- Oversee new opportunities for member organisations to discuss emerging issues related to young people and the youth sector
- Oversee new opportunities for young people to have a voice in matters that affect them and influence public policy
- Oversee the delivery of the YACWA grants program (when funding permits)

COMMUNICATIONS

- Oversee the policy and sector engagement communications including media, web content, member communications and other communications within the team
- Support and contribute to social media posts, media releases and public statements on relevant social and policy trends on behalf of YACWA
- Coordinate the YACWA Annual Report
- Contribute to YACWA's ongoing presence in local, State and National media

MANAGEMENT AND LEADERSHIP

- Actively participate as a key member of the leadership team to provide strategic advice, plan integrated and collaborative activities to deliver strategic direction, and align operational activities accordingly.
- Develop and implement operational plans that provide direction and retain responsiveness and flexibility and alignment to the 2024 – 2029 Strategic Plan
- Contribute to policy development and review
- Oversee funding and reporting requirements as due
- Write funding applications for grants as appropriate
- Supervise, manage and recruit direct report staff and other roles as required.
- Develop, monitor and manage budgets
- Embrace and promote YACWA's mission, vision and values
- Foster a culture of continuous improvement within your team

WORKING FOR YACWA

- Embrace and promote YACWA's mission, vision and values throughout your work
- Work within the YACWA Code of Conduct
- Attend team meetings and other meetings as required.
- Support interns and students working within YACWA
- Take reasonable care for your own safety and health at work and uphold the practices, policies and required behaviours to support the safety and wellbeing of others
- Contribute to the development of new strategies to achieve the organisation's

- strategic and operational objectives
- Other duties as directed by the CEO.

SELECTION CRITERIA

Even if you don't feel you meet all the selection criteria, we would love to hear from you and welcome your application. We recognise the importance and unique expertise that comes with community connections, cultural qualifications and lived experience and encourage applicants who bring these to the table.

EXPERIENCE AND KNOWLEDGE

- Knowledge of current Federal, State and non-government social policy issues relevant to young people and the community services sector.
- Demonstrated experience in the areas of policy analysis, advocacy, lobbying and campaigning, including the ability to adapt strategically to a rapidly changing government policy and political environment
- Demonstrated leadership skills particularly in stakeholder engagement, relationship management and communication strategies
- Demonstrated experience with line management of people to achieve their goals
- Ability to coordinate large scale events
- Relevant qualifications and/or experience to the position

ATTRIBUTES AND SKILLS

- Exceptional written communication skills, including an ability to write succinct, clear, and targeted messages
- Strong interpersonal and verbal communication skills with the ability to communicate with influence
- Exceptional organisational and time management skills, including an ability to prioritise and work within tight deadlines and use initiative and independent problem solving
- Excellent Computer skills including the MS Office suite
- Ability to support and operate within the YACWA Mission, Vision and Values

Nothing about us without us

We strive to be representative of the community we are working with. We strongly encourage applications from people of colour, those who identify as LGBTIQ+, people living with disability, people from culturally diverse, refugee and migrant backgrounds and those with lived experience.

YOU'LL NEED TO HAVE

- Federal Police Clearance (Please note: a recorded conviction will not automatically exclude you from employment with YACWA)
- Working With Children Check
- Right to work in Australia

WHAT YACWA OFFERS

- A respectful, open, and supportive team that values equity, fairness and mutual support.
- Additional paid time off during the end of calendar year office shutdown period.
- Flexible working arrangements including the ability to work from home and flexibility in working hours. We actively encourage work-life balance!
- Links to extensive networks in the youth and community services sector.
- Access to a free and confidential Employee Assistance Program (EAP).
- Learning and development opportunities to build your skills and develop your potential, as well as opportunities to contribute across portfolio areas in the organisation.

HOW TO APPLY

Please apply via seek or by email to jobs@yacwa.org.au with the title “Advocacy and Engagement Manager” and include the following:

- A cover letter that specifically addresses the selection criteria (no longer than three pages)
- A copy of your resume/CV
- Contact details of at least two referees that could provide comment on your suitability for this role

We are committed to diversity and celebrating all its forms. Please let us know if we can do anything to make the application or interview process more accessible. If you are invited to an interview, we will ask you for any accessibility requirements or preferences.

Applications that do not include ALL three components will not be considered. Applications close 26th May 2024.

Enquiries about this role should be directed to Sandy McKiernan, CEO on ceo@yacwa.org.au or via phone on 9227 5440 during office hours.

For more information about YACWA visit www.yacwa.org.au or [www.https://www.facebook.com/yacwa](https://www.facebook.com/yacwa)