



POSITION DESCRIPTION

POSITION TITLE	Policy & Advocacy Officer
REPORTS TO	Advocacy and Engagement Manager
DIRECT REPORTS	Nil
KEY RELATIONSHIPS	<i>Internal:</i> YACWA staff <i>External:</i> Young people, YACWA members, sector representatives, government stakeholders, funding bodies and other bodies as appropriate
REMUNERATION:	SCHADS Level 4, plus super and 4 weeks annual leave (pro rata)
HOURS	30 per week (0.8FTE)
TERM	Part-time, permanent
LOCATION	Level 5, 100 Adelaide Terrace, East Perth, WA 6001*

** 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

The purpose of the Policy & Advocacy Officer role is to influence and advocate for young people, by working collaboratively with YACWA organisational members, networks and young people to design campaigns, produce research, and develop member-driven and evidence-based policy positions that help reduce inequality and disadvantage for young people in WA. Core to this role will be a commitment to challenge the status quo with a solution-focused approach to all tasks and activities undertaken.

POSITION CONTEXT

YACWA strives to be a leading force in policy development surrounding youth issues in Western Australia. The Policy & Advocacy Officer 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 therefore improved outcomes for the youth sector and the young people of Western Australia.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

RESEARCH AND POLICY DEVELOPMENT

- Monitor developments in Federal, State and Local Government policy and legislative change and provide advice on their impact on young people and the Western Australian Youth Sector.
- Provide advice to the Chief Executive Officer and Advocacy and Engagement Manager on relevant policy issues as they arise.
- Undertake policy, research and evaluation projects.
- Proactively seek out opportunities to participate in public policy debate.
- Make a substantial contribution to sector networks, committees, consultative processes and Government taskforces considering or implementing policy issues.
- Generate new opportunities for member roundtables, forums and events on emerging issues related to young people and the sector.
- Liaise with and advise members of YACWA on policy developments and legislative changes.
- Liaise and negotiate with relevant State Government agencies on policy matters, as directed by the Chief Executive Officer and/or Advocacy and Engagement Manager.

DEVELOPING AND MAINTAINING NETWORKS

- Establish and manage YACWA's policy reference groups – to be determined with the Advocacy and Engagement Manager.
- Regularly represent YACWA at metropolitan and regional youth sector network meetings.
- Provide opportunities for young people and youth sector workers to network and share information.
- Facilitate forums and consultations with young people and youth sector workers.
- Establish opportunities for young people and the youth sector to discuss key policy issues with influential policy leaders in Western Australia.

SOCIAL MEDIA, MEDIA AND PUBLIC RELATIONS

- Regularly contribute and work with the Digital Communications and Events Officer to develop social media posts on relevant social and policy trends.
- Development of media releases and public statements.
- Contribute to YACWA's ongoing presence in local, state and national media.
- Represent YACWA's position on public policy issues at various public forums, to a high standard and in keeping with the organisation's agreed approach.
- Prepare speaking notes where needed for the Chief Executive Officer and/or Advocacy and Engagement Manager.

STRATEGIC PROJECTS

- Coordinate key policy and reform related projects as they arise.
- Bring a unique policy and advocate perspective to all internal strategic projects.

HUMAN RESOURCES

- Participate in regular one-to-one meetings with the Advocacy and Engagement Manager.
- Participate in professional development both internally and externally.
- Maintain all police clearances, working with children checks, and license requirements.

ADMINISTRATIVE AND FINANCIAL

- Participate in general shared office duties, such as answering phone calls, contributing to office cleanliness and stationery management.
- Assist other staff with aspects of their respective projects when the need arises.
- Assist with completing reports and tenders through research, formatting, proofing and liaising with relevant staff and stakeholders.
- Ensure the Advocacy and Engagement Manager approves all relevant expenses to this role and that receipts are kept, coded and filed appropriately.

GENERIC RESPONSIBILITIES

- Ensure that conduct is professional in manner and in accordance with the organisation's expectations at all times.
- Abide by relevant professional ethics and organisational policies and procedures.

- Comply with all organisational and legislative Work Health and Safety procedures.
- Attend team meetings and other meetings as required.
- Other duties as directed by the CEO and Advocacy and Engagement Manager.

SELECTION CRITERIA

Even if you don't feel you meet all the 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 (Essential)

- Demonstrated experience in the areas of policy analysis, advocacy, lobbying and campaigning, including the ability to adapt strategy to a rapidly changing government policy and political environment
- Exceptional written and oral communication skills, including an ability to develop clear, targeted messages and to communicate with influence, and to engage stakeholders in consultations
- Proven analytical and research skills
- Relevant tertiary qualifications
- Strong computer literacy skills

EXPERIENCE AND KNOWLEDGE (Desirable)

- Experience working in the youth sector and with young people
- Experience working in a policy role, state government, or a political environment
- An understanding of the Youth Work Code of Ethics

ATTRIBUTES AND SKILLS

- A commitment to support and promote the overall objectives of YACWA
- A commitment to the National Principals for Child Safe Organisations
- Self-motivation and ability to deal with a high level of responsibility
- Exceptional organisational, prioritisation, and time management skills
- Adaptability and the ability to work collaboratively within a small team

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, First Nations people, 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

- Current National Police Check and Working with Children Check, or ability to obtain

both checks.

- The right to work in Australia.