
POSITION TITLE:	Policy Officer
REPORTS TO:	Policy and Program Manager
WORK TYPE:	Full time, 12 month fixed term
LOCATION:	Flexible – national (remote working) or office in Collingwood, Victoria.

BACKGROUND

Children and Young People with Disability Australia (CYDA) is the national representative organisation for children and young people with disability aged 0 to 25 years. CYDA is a not-for-profit organisation and advocates for children and young people with disability living in Australia.

CYDA'S VISION

CYDA's vision is that children and young people with disability living in Australia are afforded every opportunity to thrive and achieve their potential, and that their rights and interests as individuals, members of a family and community are met.

CYDA has the mandate to advocate for children and young people with disability living in Australia and undertakes the following to achieve its purpose:

- **Listening and responding** to the voices and experiences of children and young people with disability.
- **Advocating** for children and young people with disability for equal opportunities, participation and inclusion in the Australian community.
- **Educating** national public policy-makers and the broader community about the experiences of children and young people with disability.
- **Informing** children and young people with disability, their families and caregivers about rights and entitlements.
- **Celebrating** the successes and achievements of children and young people with disability.

Our work is guided by our 'Strategic Plan 2017-2020' which outlines our strategic directions. Our new strategic plan is under development.

ABOUT THE ROLE

Reporting to and working alongside the Policy and Program Manager, the Policy Officer will prepare submissions, reports and other relevant policy and advocacy work to progress the rights of children and young people with disability. This will involve a range of activities

including data analysis, desktop research, and engaging with CYDA's members, partner organisations and stakeholders.

Additionally, the Policy Officer will work with other CYDA staff, including the Youth Programs Manager and the Youth Leadership and Development Officer, to plan and deliver a framework for engaging young people with disability in CYDA's policy work.

CYDA deeply values lived experience. People with a lived experience of disability or family connection with disability are encouraged to apply.

KEY RESPONSIBILITIES

1. POLICY DEVELOPMENT

Plan and develop high-quality policy material including submissions and reports. Relevant activities will include:

- Proactively identifying policy goals and emerging issues and opportunities aligned with CYDA's strategic priorities
- Undertaking desktop research and data analysis
- Writing high-quality policy submissions, reports and advice
- Effectively consulting and engaging with government, CYDA members, and other stakeholders, including through networks and forums.

2. SYSTEMIC ADVOCACY

Work with other CYDA staff to identify and progress opportunities for systemic advocacy, for example by:

- Monitoring relevant communications and news channels
- Contributing to strategic social change campaigns and relevant stakeholder activities
- Developing blog pieces for CYDA's website
- Promoting and upholding CYDA's values and strategic goals, including a deep commitment to human rights.

KEY SELECTION CRITERIA

Essential

1. Demonstrated commitment to a rights-based approach to disability advocacy and awareness of the diversity within disability
2. High-level written and analytical skills including producing high quality reports and written materials
3. Relevant post-school qualifications or equivalent experience
4. Excellent organisational skills, with flexibility to prioritise a range of competing demands and work to deadlines

5. Ability to work productively as part of a small team and independently.

Desirable

6. Experience working in a policy, advocacy or related position
7. Strong interpersonal skills and the ability to build rapport and maintain effective working relations with a diverse range of people
8. Understanding and experience of how to engage and work with people with disability, including those with diverse needs and/or backgrounds.

CYDA deeply values lived experience. People with a lived experience of disability or family connection with disability are strongly encouraged to apply.

If this role sounds like a great fit, but you're unsure of your suitability for the role or have any questions, please contact Maeve Kennedy (info@cyda.org.au) for a confidential discussion.

SALARY AND CONDITIONS

This Policy Officer role is a full-time (38 hours per week) fixed term position for 12 months.

The rate of pay is subject to negotiation and will be based on qualifications and experience (in the range of \$85,000 to \$90,000). Generous salary packaging is available.

Conditions of employment are set out in the Employment Agreement and generally align with those available in the community services industry.

A probationary period of six months forms part of the Employment Agreement.

OTHER RELEVANT INFORMATION

An offer of employment is subject to obtaining a satisfactory National Police Records Check and Working with Children Check.

TO APPLY

To apply for this position please send your application to info@cyda.org.au or PO Box 172 Clifton Hill 3068, by 11:59pm Thursday 16 July 2020.

Applications should include:

- a cover letter addressed to Maeve Kennedy, Policy and Program Manager
- a statement addressing the selection criteria
- your current CV / resume.

Applications provided in other formats due to access needs will be considered, please contact us to discuss.

FURTHER INFORMATION

For accessibility enquires or any further information please contact CYDA Policy and Program Manager Maeve Kennedy on 03 9417 1025 or info@cyda.org.au.