



POSITION DESCRIPTION

POSITION TITLE	Policy & Advocacy Manager
REPORTS TO	Chief Executive Officer
DIRECT REPORTS	Senior Policy & Advocacy Officer
KEY RELATIONSHIPS	<i>Internal:</i> CEO, Finance Manager, Manager Consultancy and Business Development, Perth Program Manager, Regional Program Manager, direct reports, other YACWA staff. <i>External:</i> Young people across WA, youth and community sector organisations, various Government Departments, key funding bodies
REMUNERATION:	SCHADS Level 6, plus super and 4 weeks annual leave
HOURS:	22.5 hours per week, with flexible conditions
TERM:	Part-time, fixed term until December 2023 with likely extension.
LOCATION:	Level 2, 196 Oxford Street, Leederville WA 6007 <i>(The YACWA office is wheelchair accessible, with accessible and gender-neutral bathrooms).</i>

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 young people in Western Australia.

PURPOSE OF ROLE:

This role will lead YACWA's policy and advocacy effort, advocating for the rights of young people across Western Australia. Working collaboratively with YACWA members, networks and young people to design campaigns, produce research, and develop member-driven and evidence-based policy positions, 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. The YACWA Policy & Advocacy Manager 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 improve outcomes for the youth sector and young people in Western Australia.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP

- Embrace and promote YACWA's mission, vision and values throughout your work
- Identify, design and develop new strategies to achieve the organisation's strategic and operational objectives
- Foster a culture of continuous improvement within your team

RESEARCH AND POLICY DEVELOPMENT

- Monitor developments in Commonwealth, State and Local Government policy and legislative change
- Provide advice to the CEO on relevant policy issues as they arise
- Lead the development of YACWA's submissions to relevant government policy reforms.
- Lead YACWA's core proactive policy work, including the annual post-budget analysis, and pre-budget submissions along with our key campaigns.
- Undertake policy, research and evaluation projects based on an annual work plan.
- Proactively seek out opportunities to participate in public policy debate.
- Generate proactive opportunities for member roundtables, forums and events on emerging issues related to young people and the sector.
- Ensure YACWA's policy and advocacy work is informed by young people with relevant lived experience.

DEVELOPING AND MAINTAINING STRATEGIC NETWORKS

- Regularly represent YACWA on sector networks, committees, consultative processes and Government taskforces
- Facilitate opportunities for young people and the youth sector to network, share information and contribute to YACWA's consultations and policy forums.
- Ensure YACWA's members are informed of policy developments and legislative changes
- Liaise and negotiate with relevant State Government agencies and Ministers of Parliament on policy matters, in the CEO's absence.

SOCIAL MEDIA, MEDIA AND PUBLIC RELATIONS

- Regularly contribute to social media posts on relevant social and policy trends
- Develop media releases and public statements on behalf of YACWA
- Contribute to YACWA's ongoing presence in local, State and National media
- Represent the CEO at various public forums with the ability to articulate YACWA's position on public policy issues to a high standard.

HUMAN RESOURCES

- Manage recruitment within the team
- Ensure all direct reports receive and maintain up to date employment contracts, complete timesheets and adhere to YACWA's Policy and Procedures Handbook
- Ensure staff participate in regular supervision and relevant professional development

ADMINISTRATIVE AND FINANCIAL

- Assist the CEO with completing relevant tenders and funding submissions.
- Ensure all relevant project reporting is completed on time and to the highest quality
- Ensure effective financial management of relevant budgets
- Participate in general shared office duties, such as answering phone calls, contributing to office cleanliness and stationary management.

GENERIC RESPONSIBILITIES

- Contribute to a team culture of collaboration and inclusivity
- Attend team meetings and other meetings as required.
- Other duties as directed by the CEO.

SELECTION CRITERIA

ESSENTIAL SKILLS

- 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
- 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
- Demonstrated experience with line management of staff/volunteers to achieve their goals
- Demonstrated project management skills
- Strong computer literacy skills
- Relevant tertiary qualifications or demonstrated experience in a similar role

ESSENTIAL ATTRIBUTES

- A commitment to support and promote the overall objectives of YACWA
- Self-motivation and ability to deal with a high level of responsibility
- Adaptability and the ability to work collaboratively within a small team

DESIREABLE SKILLS

- Knowledge of co-design, youth-led projects and importance of centering young people, and their voice, in policy design and advocacy platforms

OTHER

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

TO APPLY

Applications should be sent via email to jobs@yacwa.org.au with the title 'Policy & Advocacy Manager' and must 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

Applications that do not include ALL three components will not be considered.

Applications close Monday, 8th of March.

Enquiries about this role should be directed to Ross Wortham, 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.facebook.com/yacwa