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<b>POSITION TITLE:</b>	Policy Engagement Officer
<b>REPORTS TO:</b>	Policy and Programs Manager
<b>LOCATION:</b>	Remote working or based in Melbourne
<b>STRUCTURE:</b>	Part-time, 22 hours per week

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## **CYDA'S VISION AND PURPOSE**

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

Our vision is that children and young people with disability living in Australia are valued and living empowered lives with equality of opportunity; and our purpose is to ensure governments, communities, and families, are empowering children and young people with disability to fully exercise their rights and aspirations. We do this by:

- Driving inclusion
- Creating equitable life pathways and opportunities
- Leading change in community attitudes and aspirations
- Supporting young people to take control
- Calling out discrimination, abuse, and neglect.

Our work is guided by our 'Strategic Plan 2020-2024' which outlines our strategic directions.

## **POSITION OVERVIEW**

This part-time role will support CYDA's engagement with our members and the broader disability community around the current Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability (Disability Royal Commission).

Working alongside the Policy and Programs Manager, Policy Officer, and other CYDA staff, the Policy Engagement Officer will support young people with disability, families and caregivers, and relevant stakeholders to understand and engage with the Disability Royal Commission and associated support services.

This includes developing accessible information and resources, sharing information, and conducting proactive outreach to build community awareness of the Commission's important work and how they may become involved.

## **KEY RESPONSIBILITIES**

### **Community engagement and information-sharing**

- Planning, developing and sharing relevant content and information about the Disability Royal Commission and how individuals and organisations can engage with the Commission
- Identifying key audiences and planning and implementing strategic outreach activities (e.g. who needs to be reached, how this can best be done by CYDA)
- Exploring and implementing innovative engagement approaches
- Collaborating with other organisations and stakeholders where effective.

### **Project coordination**

- Developing and implementing work plans to ensure the work is on track and deliverables are met
- Working with the Policy and Programs Manager to meet CYDA's external reporting requirements.

## **SELECTION CRITERIA**

### **Essential**

1. Demonstrated commitment to a rights-based approach to disability and awareness of the diversity within disability
2. Strong interpersonal, relationship-building and networking skills and the ability to build rapport and maintain effective working relations with a diverse range of people
3. Experience in communications and/or community engagement / outreach
4. Excellent organisational and project management skills, including the ability to prioritise a range of competing demands
5. Ability to work productively independently and as part of a small team.

### **Desirable**

6. Understanding and experience of how to engage with young people with disability, including those with diverse needs and/or backgrounds.
7. Working knowledge of the Disability Royal Commission
8. Experience working in policy, including writing submissions to government
9. Experience working in the community sector, particularly the disability and/or child, youth and families sectors.

## **SALARY AND CONDITIONS**

This position is a part-time position (22 hours / week), available to be worked in CYDA's Collingwood office, remotely, or a mix.

The rate of pay is subject to negotiation and will be based on qualifications and experience (in the range of \$80,000 to \$86,000 pro-rata). 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**

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

To apply for this position please send your application to [info@cyda.org.au](mailto:info@cyda.org.au) by **8am Monday 3 May**. Applications should include:

- a cover letter addressed to Maeve Kennedy, Policy and Programs 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 this.

For accessibility enquiries or any further information please contact CYDA on 03 9417 1025 or [info@cyda.org.au](mailto:info@cyda.org.au).