**Policy Officer | Position Description**

**0.6-0.8 FTE | SCHCADS Level 5**

Volunteering Tasmania is the peak body for volunteering in Tasmania. We support people to engage with volunteering and support the volunteering sector in best practice volunteer management. We advocate strongly for our sector and develop policy positions and respond to government policy and initiatives to give voice to volunteers and the volunteer sector. Volunteering Tasmania supports research and evidence-based decision-making in volunteering in Tasmania.

**Our Vision:** The contribution of volunteering is understood, respected, and valued as a powerful driver of community prosperity and inclusion in Tasmania.

**Our Purpose:** We connect and build an inclusive community to make a difference through the impact of volunteering.

**Our Values:** Be informed, be inspired, be connected, make a difference.

**Summary**

Under the direction of the Strategic Manger – Advocacy and Communications, the Policy Officer is responsible for developing advocacy and policy positions to support volunteering in Tasmania. The Policy Officer will work in collaboration with the Strategic Manager – Advocacy and Communications to address Volunteering Tasmania’s strategic priorities, in consultation with our members and the volunteering community. This will be achieved by developing policy positions, responding to government submission requests, identifying emerging advocacy needs and policy gaps in relation to volunteering supporting government and stakeholder relationships.

The role requires someone who is flexible and adaptive to the changing pace of the organisation and is a highly motivated individual, with a strong values fit.

This position will have varied responsibilities in the areas as specified, but not limited to those outlined below.

**Duties**

* Undertake research, including identification of emerging state, national and international trends and emerging issues in volunteering and the broader sector.
* Under the direction of the Strategic Manger – Advocacy and Communications, develop policy positions, discussion papers, briefings, and submissions.
* With the support of the Strategic Manger – Advocacy and Communications, undertake the ongoing development, production and dissemination of key publications and communications on advocacy and policy matters.
* Collate, research, and write case studies.
* Support Volunteering Tasmania’s stakeholder engagement, including the development of strong working relationships with the volunteering sector (particularly Volunteering Tasmania’s members), Tasmanian Government, State/Territory peak bodies, Tasmanian community sector peak bodies, and broader industry.
* Other duties as required.

**Additional Duties**

From time to time, the Policy Officer may be required to undertake some other duties to support Volunteering Tasmania and the team. Examples may include:

* Actively participate in the EV CREW service if, and when, this service is activated and as directed by the CEO.
* Represent Volunteering Tasmania at meetings, forums or events as required by the Strategic Manager - Advocacy and Communications or the CEO.
* Intrastate travel as required.

**Selection Criteria: Qualifications, Skills and Experience**

* Demonstrated knowledge of, and experience in policy and advocacy
* Demonstrated stakeholder engagement skills
* Strong analytical, conceptual, and critical thinking skills
* Excellent written and interpersonal communication skills
* Demonstrated capacity to undertake research, including data analysis
* Ability to balance competing projects and adapt to shifting priorities
* High level of initiative and ‘can do’ attitude

**Desirable Attributes**

* A passion for volunteering
* Current driver’s license

**Other Requirements**This position is dependent on the successful candidate holding or successfully achieving a police check and Working with Vulnerable People check.

**Reporting and Authorisation**

* Report to: Strategic Manager - Advocacy and Communications
* Direct reports to this position: Nil
* Key relationships: Strategic managers of Volunteering Tasmania and CEO

**Workplace Health and Safety**

* All employees have a “Duty of Care” under the Workplace Health & Safety Act 1995 in assisting to maintain a safe workplace in which employees, clients or members of the public are free from injury or risk to their health.
* Be aware of accident or injury procedures and advise the CEO or their authorised representative immediately of any accidents, incidents, Hazards or “near misses” which occur within workplace, work areas or in any work-related location when representing the business.

**Application Instructions**  
Applications close Monday, 6 December 2021, 5pm.

If you would like to discuss the role before applying, please contact the hiring manager Beth Rad, Strategic Manager – Advocacy and Communications on 0478 565 629.

To apply, email your application to [BethR@volunteeringtas.org.au](mailto:BethR@volunteeringtas.org.au)

Applications must include a cover letter addressing all selection criteria in the position description (no more than three pages) and a separate CV.