



## Job Description

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<b>Position title:</b>	Research & Policy Manager
<b>Position status:</b>	Full time (35 hours) per week
<b>Principal place of work:</b>	Yfoundations Office: 619 Elizabeth Street Redfern NSW
<b>Award classification:</b>	(SCHADS) Award 2010
<b>Report directly to:</b>	Chief Executive Officer
<b>Direct reports:</b>	(1.5 FTE) not including students and volunteers

### About us

For over 40 years, Yfoundations has served as the NSW peak body representing children and young people at risk of and experiencing homelessness, as well as the services that provide direct support to them. We are the only youth homelessness peak in Australia and play an important role in leading change in NSW and nationally.

We aim to create a future without youth homelessness by providing a voice for children and young people experiencing and at risk of homelessness. We work collaboratively with service providers, NGOs, government departments and community members to provide research, sector development and policy advice, health projects and services for children and young people. Yfoundations is the custodian of the youth homelessness matters day campaign.

### Role Overview

The Research and Policy Manager is responsible for the ongoing development and delivery of the Research and Advocacy program at Yfoundations. The role works closely with the CEO to achieve the strategic objectives of the organisation as outlined in [Yfoundation's Strategic Plan 2021-2024](#).

The role will oversee the work of the Research and Policy team which is made up of highly skilled employees, Senior Research and Policy Officer and Research Assistant.

The main objectives of the role are to identify and deliver research in areas that are relevant to the issues facing youth who are homeless or at risk of homelessness. To write policy submissions that lead to meaningful change across the homelessness sector with the aim to end youth homelessness. To further the vision of Yfoundations to continue to be the strong NSW Peak Body leading change to end youth homelessness in NSW.



# The Role

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## Skills and Duties

### **Lead high-quality policy and research.**

- Develop a research & policy plan and strategy that will enable Yfoundations to develop policy positions
- Conduct research that will bring awareness to the issues facing young people and the homelessness sector
- Scope research topics and projects, apply for grant funding, support advisory groups
- Supervise the research team within Yfoundations providing support and coaching to deliver research on youth homelessness and related matters
- Maintain and establish connections with relevant research bodies and institutions
- Collect, obtain and disseminate data.
- Identify and research innovative solutions that work towards ending youth homelessness.
- Develop key material and research that can be utilised by members and service organisations to support funding applications
- Develop key material and research that can be leveraged by the government.

### **Design methodology for stakeholder engagement in key research**

- Develop a strong design for the collection of research, insights and data to support ongoing work with Yfoundations
- Meet with members, non-members and stakeholders regularly to consult and collaborate on research
- Develop resources database of research information that can be accessed by Yfoundations members for campaign material, marketing material, policy submissions and government engagement
- Contribute to high-quality knowledge translation

### **Provide Policy expertise and best practice**

- Act as strategic support to the homelessness sector and CEO when required
- Maintain a broad knowledge of policy issues and challenges for young people experiencing homelessness and the services that support them
- Ensure the work of Yfoundations is placing the organisation as the lead agency in sector development, research, and towards the goal of ending youth homelessness in NSW and Australia
- Conduct evaluations into the review and development of Yfoundations programs and projects
- Support the CEO through the preparation of briefs for key documents and research that will inform conversations with the Government and other stakeholders.
- Attend sector meetings relevant to policy issues and consult on key issues affecting young people who are currently and at risk of homelessness



### **Provide project accountability and reporting**

- Deliver a high standard of work in line with the Yfoundations Research and Policy work plan
- Support Policy & Projects employees to achieve day to day tasks in line with work plans and the five foundations
- Adhere to the contract management agreements, working within a budget and within the limitations of contractual obligations
- Management of grant acquittals for research projects, support in government and organisational reporting requirements
- Provide timely and relevant reports to the CEO regarding projects

### **Provide professional communication to diverse stakeholders**

- Respond with professionalism to a wide range of difficult situations such as those involving political sensitivities, complaints or challenges from Yfoundations members or clients, or from external groups or individuals.
- Represent Yfoundations at meetings with ministers, parliamentary inquiries and a variety of other stakeholders as when required.
- Develop effective, professional working relationships with other staff, Yfoundations members, young people experiencing homelessness and other relevant organisations and community stakeholders.

### **Work collaboratively with other Yfoundations team members**

- Work towards organisational and team goals and objectives efficiently and effectively through communication, sharing of knowledge, information and ideas
- Participate in project development and supervision
- Actively demonstrated commitment to the vision, values and strategic goals of Yfoundations
- Maintain and uphold all aspects of organisational confidentiality (Including but not limited to staff, young people and members) in relation to intellectual property, program & membership information, board discussions or deliberations.

### **Other duties may be assigned as needed.**

- Provide assistance to the CEO as required



# Selection Criteria

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## Essential:

- Experience in the same or a similar role (Senior Research and Policy Officer /Manager in the human services sector)
- Experience in developing, conducting and publishing research
- Management experience of a small team in a research and policy environment
- New South Wales working with children check

## Required Education

- A postgraduate qualification, PhD or similar experience in a sociology related field

## Experience and skills

- Knowledge of the social services sector and the role of Local, State and Federal Governments in relation to vulnerable young people
- Ability to negotiate effectively
- Ability to supervise, coach and train employees/interns and or volunteers
- Experience in designing, conducting and supervising successful social science research on issues relating to homeless children & young people.
- Ability to think outside the box and to bring innovative and bold ideas to the organisation and its members
- Excellent oral and written communication skills (Plain English)
- Ability to communicate and interact effectively with a diverse range of stakeholders, including community, sector, government and corporate
- Ability to work with a high degree of autonomy and a willingness to take initiative where appropriate
- Well-developed organisational skills including the ability to thrive in a complex and dynamic environment and achieve defined outcomes within strict deadlines
- Strong time management and attention to detail.
- High level of computer and IT skills

## Desirable

- This position requires a willingness to travel nationally when required
- Experience in youth homelessness or related sector
- Record of peer-reviewed published research

## Values

Yfoundations is a values-based organisation therefore it's important everyone understands our core values and that these values align with each employee's personal values. As such, the behaviour of everyone in the team should reflect the core values of our organisation; **Teamwork, Gratitude, Fun and Communication.**

Position Description Authorised:

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Pam Barker, CEO

November 2021