
ACD Position Description

Position title:	Policy and Advocacy Manager
Grade:	SCHADS Award Level 7
Status:	Part-time and Full-time (0.8 – 1 EFT) /Fixed Term (2 years)
Position reports to:	CEO
Location:	Surrey Hills/Hybrid working from home

About ACD

ACD is the leading organisation advocating for children with disability and their families in Victoria. We are a not-for-profit organisation led by and for families.

Our vision is for children with disability and their families to have the same rights and opportunities as other children and families.

We **empower** families with knowledge, skills and confidence to achieve the best for their children.

We **advocate** for children with disability and their families.

We **educate** service providers, professionals and the community to be inclusive of children with disability and to work in partnership with families.

We **influence** government and public policy to advance the rights of children with disability and their families.

Position Summary

The Policy and Advocacy Manager provides leadership on policy, stakeholder engagement and systemic advocacy. The role works in close collaboration with the CEO and the leadership team.

The role includes identifying and pursuing advocacy on existing and emerging issues for children with disability and their families, leading family engagement and supporting government engagement.

The Manager is responsible for researching and writing submissions, managing relationships with key stakeholders and ensuring policy and advocacy work includes input from families and is based on evidence and a rights framework.

Key Responsibilities

- Lead the development and delivery of ACD's systemic advocacy plan in line with the ACD strategic plan.
- Research and write compelling, clear and concise submissions, issues papers and election platforms that capture the experience of families and are also informed by data, relevant research and a rights-based approach.
- Lead opportunities for families to participate in systemic advocacy including: focus groups, surveys and polls, interviews, facilitating roundtables and meetings with MPs and Ministers.
- Manage staff whose key function is to engage families in advisory groups.
- Support ACD government engagement, including attending key meetings, developing detailed understanding of government stakeholders and building relationships.
- Collaborate with others in the social sector to strengthen policy development and advocacy actions, including representing ACD in policy and advocacy networks.
- Identify and develop relationships with research partners across ACD's key priority areas to ensure the voices of children with disability and their families are heard.
- Develop campaigns that families can participate in, such as media coverage, awareness raising and contacting relevant MPs.
- Monitor and report on impact of systemic advocacy. Set and meet targets and deadlines.
- Participate in team meetings, supervision and professional development as required.

Key Selection Criteria

1. Demonstrated experience in systemic advocacy. Including developing an advocacy plan, engaging with key stakeholders, establishing and reporting against impact measures.
2. Excellent research and writing skills and ability to produce compelling, clear and concise submissions and papers.
3. Significant understanding of the issues facing children with disability and their families, particularly relating to education and the NDIS.
4. Demonstrated skills and capacity to engage with families.
5. Excellent organisational skills and initiative.

- 6. Tertiary qualification in social sciences or related field and demonstrated research and data analysis skills.
- 7. Desirable - lived experience as a person with disability or experience as a family member of a child with disability. People who identify as Aboriginal and Torres Strait Islanders or from a culturally diverse background are encouraged to apply.

General Requirements

- Behave in a way that is consistent with ACD being a child safe organisation. Where the rights of children are protected and promoted, and the culture of Aboriginal children and families is valued. Successful child safety screening and assessment, including Police Record Check, Working with Children Check and referee checks.
- Demonstrate a commitment to ACD’s vision and mission.
- Comply with ACD Code of Conduct and policies and procedures.
- Other reasonable duties as requested.
- Right to work in Australia.
- Note: Our office is located on the first floor and has ramp and lift access. An accessible bathroom with hoist is available.

I have read the above Position Description and agree with the requirements of the position.
Signature
Name
Date