

Australian Community Housing – Position description

Position: Policy and Projects Officer

Hours: Full-time

Salary: Annual wage of \$110,000 + super (+\$15,900 PBI tax-free salary packaging + Meals & Entertainment benefits)

Term: Permanent

Australia is in the middle of the most significant shift in housing policy in a generation.

With major new federal investment and ambitious national targets, the community housing sector is playing a central role in delivering the social and affordable homes Australia needs. Australian Community Housing (ACH), the national peak body for not-for-profit community housing providers, sits at the centre of this work – bringing together government, industry and not-for-profit housing providers to shape policy, unlock investment and support delivery at scale.

We're looking for a **Policy and Projects Officer** to join our small, high-impact national team.

This is a unique opportunity to work across policy, advocacy and sector-wide projects –one day analysing housing data or coordinating a national survey, the next helping to prepare briefing notes for meetings with Ministers, Treasury or Housing Australia.

The role

You'll work closely with the Director, Policy & Impact and the CEO to support ACH's policy development, advocacy and strategic projects.

This is a fast-paced role with a high degree of autonomy. You'll need to be comfortable navigating ambiguity, managing competing priorities, and contributing to work that often operates at the centre of government decision-making.

What you'll do

Policy & analysis

- Analyse housing policy, market trends and sector data (Australia and internationally)
- Support development of submissions, briefings and policy positions
- Translate complex economic and policy issues into clear, practical insights

Projects & sector initiatives

- Support delivery of key national projects (including sector surveys, benchmarking and working groups)
- Coordinate timelines, inputs and stakeholder engagement across multiple initiatives
- Contribute to sector forums, roundtables and conferences

Advocacy & engagement

- Help prepare materials for engagement with Ministers, government agencies and industry stakeholders
- Support ACH's broader advocacy and communications work
- Represent ACH in meetings and forums where appropriate

What we're looking for

- Experience in policy, government, research, consulting or advocacy
- Strong analytical skills and confidence working with data
- Excellent writing skills, with the ability to communicate complex ideas clearly
- Strong organisation and project management skills
- Ability to work independently in a small, collaborative team
- Sound judgement and the ability to synthesise information into practical advice

Interest or experience in housing, infrastructure, urban policy or social policy is highly regarded.

Why this role

You'll have direct exposure to senior leaders across government and the housing sector, and the opportunity to contribute to one of Australia's most important policy challenges.

This is a chance to play a hands-on role in shaping how Australia delivers social and affordable housing at scale – and the impact that has on people's lives.

To apply: Send your CV along with a detailed cover letter (2 – 3 pages) explaining why you would be brilliant at this role to admin@australiancommunityhousing.org.au by 18 May