



Position Description

Role	Policy & Advocacy Lead
Reporting to	Chief Executive Officer
Collaborates with	Engagement & Capability Building Lead Communications Coordinator Disaster & Resilience Manager
Employment Status	Full-time, 2-year contract with the possibility to extend for a further 2 years
Classification	Level 6, Social, Community, Home Care & Disability Services Award 2010

About LCSA

The Local Community Services Association (LCSA) is the peak body for neighbourhood and community centres (NCCs) and Community Development across New South Wales. LCSA's members are locally based, community embedded organisations that provide essential support services, inclusive programs, and safe spaces for connection in communities across the state.

With a strong foundation in place-based community development, LCSA's network supports thousands of people each week – addressing social isolation, strengthening families, empowering communities, and building local resilience.

LCSA works to ensure that NCCs are recognised, respected, and resourced as vital infrastructure in the social fabric of NSW. Through advocacy, sector development, and strong partnerships, LCSA supports its members to thrive and amplify their collective voice.

Role Purpose

The Policy & Advocacy Manager is responsible for identifying emerging systemic issues and trends to support LCSA's public policy and advocacy goals. The role acts as a bridge between the lived experiences of members and government decision-makers, aiming to influence policy and funding decisions to improve outcomes for the sector and increase funding base of the sector



Success measures for this role include:

- Quality and volume of policy work output
- Delivery of advocacy campaigns
- Contribution to team culture and dynamics

Key Accountabilities & Main Activities

Policy

- Investigate, analyse and report on public policy issues concerning NCCs in NSW
- Lead the development of LCSA's policy positions and policy materials, including drafting policy submissions, issues papers, discussion papers, fact sheets and formal policy statements
- Commission primary and secondary research to inform LCSA's expertise in community development
- Monitor and keep up to date with developments in international and Australian research, issues and initiatives relevant to LCSA constituents, and to community development specifically
- Where relevant, provide analysis and advice on public policy, legislation, best practice and relevant new initiatives in the community development field as a whole, and specifically in relation to NCCs
- Provide policy and strategic advice to LCSA
- Support the CEO to influence improved outcomes for LCSA members through the government, opposition and crossbench policy processes

Advocacy

- Develop and execute advocacy strategies aligned with LCSA's strategic plan and systemic issues in the sector
- Design advocacy initiatives to raise awareness of the impact of the work of NCCs and their role in community development
- Develop campaign activities to mobilise members and broader stakeholder groups
- Identify and cultivate champions for advocacy campaigns within relevant sections of government at all levels
- Develop clear advocacy messaging frameworks to support the CEO's engagement with government, peak bodies and other stakeholders

Stakeholder Relations & Engagement

- Contribute to the reporting of activities to the LCSA Board including through the CEO's Board reports

- Collaborate with the Engagement & Capacity Building Lead on policy positions and information for members and to encourage member participation in research and policy development processes
- Facilitate and convene member working groups to obtain member input to LCSA policy development and advocacy
- Represent LCSA on committees and other forums as agreed/delegated
- Contribute content on LCSA's policy, and advocacy work for external communications
- Attend relevant members and stakeholder events (such as Members Forum and LCSA conference) to keep abreast of current sector issues

Organisational Participation

- Maintain a strong awareness of the sector, its needs and challenges
- Prepare regular reports for the CEO, as required
- Support the CEO with revenue generating activities such as grant writing
- Participate in organisational development and planning initiatives
- Participate in performance development activities
- Comply with LCSA's policies and procedures
- Take reasonable care for your own health and safety and that of others in the workplace by working in accordance with legislative requirements and policies and procedures
- Undertake other duties within the scope of this role as directed

Selection Criteria

Essential:

- Tertiary qualifications in a relevant field (public policy, social sciences, law, or similar)
- Demonstrated experience in policy analysis, development, and the production of policy materials (submissions, issues papers, fact sheets, formal statements)
- Demonstrated ability to develop and action advocacy strategies and campaigns
- Strong stakeholder engagement skills - with the ability to build and sustain relationships across government, peak bodies, member organisations, educational institutions and a small staff team
- Knowledge of the NSW Neighbourhood and Community Centre network and/or broader community services sector,
- Demonstrated capability to engage networks and stakeholders
- Ability to develop clear advocacy messaging frameworks for a range of audiences
- Experience facilitating member or stakeholder working groups and conveying findings to inform organisational positions
- High level written communication skills, including the ability to translate complex policy into accessible materials
- Demonstrated experience in providing strategic policy analysis and advice to senior leadership



- Collaborative approach to teamwork and information sharing across the team
- Demonstrated IT proficiency

Desirable:

- Experience in policy advocacy
- Experience in community or membership campaign organising
- Experience commissioning or synthesising research to inform policy positions
- Experience in grant writing or revenue-generating activities