



# Manager, Policy & Advocacy

## POSITION DESCRIPTION

	Manager, Policy & Advocacy
<b>POSITION</b>	0.6-0.8 FTE Permanent
<b>CLASSIFICATION</b>	SCHADS Award 2010, Level 7.1 plus 4.5% 7-8 years of relevant experience
<b>REMUNERATION</b>	Full-time base salary range \$131,636 from 1 July 2026 <ul style="list-style-type: none"><li>• Generous salary packaging</li><li>• Plus 12% superannuation</li><li>• Plus 17.5% annual leave loading</li><li>• 5 weeks annual leave with bonus paid leave between Christmas and New Years Day</li></ul>
<b>CONDITIONS</b>	Victorian CLCs <a href="#">Multi-Enterprise Agreement 2025-2028</a>
<b>REPORTS TO</b>	Lee Carnie (they/them), CEO
<b>CONTACT DETAILS</b>	lee@youthlaw.asn.au
<b>DIRECT REPORTS</b>	Media & Comms Lead (1FTE), Senior Policy Lawyer (seconded - 0.4FTE)

Youthlaw is looking for an experienced Manager, Policy & Advocacy to lead our policy, advocacy, media and communications program. In this pivotal role, you'll coordinate our advocacy to government and supporters to create real change for the young people we serve. This is a hands-on leadership role that blends program and people management, with advocacy, communications, and systemic change. It would suit someone passionate about advocating alongside young people to remove systemic barriers to justice (e.g. higher rates of Youth Allowance for young people from 18, abolishing offences that criminalise young people in poverty, secure and affordable housing, stronger rental protections, safety from violence, fair treatment, embedding youth voice in decision-making).

### OUR ORGANISATION: YOUTHLAW

At Youthlaw, we're passionate about creating a more just and equitable society where young people are heard and empowered to shape their lives and futures.

We are Victoria's statewide specialist community legal centre for young people under 25 impacted by laws, policies, and systemic barriers to justice. Our work is multidisciplinary and holistic. We provide legal information, advice, court representation, and community legal education alongside our social work and outreach for young people experiencing homelessness, family violence, over-policing, discrimination, poverty, mental health issues, drug and alcohol issues, and more.

## **Youthlaw is committed to building a diverse and inclusive workplace.**

We strongly encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with disability, people from LGBTIQ+ communities, and people with lived experience of the issues facing the young people we support. We believe that a broad range of perspectives and lived experiences makes our work stronger and more effective.

### **ROLE PURPOSE**

One of Youthlaw's core values is fearless advocacy. This means backing young people to pursue the justice and change they demand. We advocate boldly for a future where every young person has a safe home and a liveable income, First Nations justice is realised, our environment is protected, prisons are no longer the answer, and young people have real power in the decisions and systems that shape their lives.

The Manager, Policy & Advocacy leads Youthlaw's Advocacy & Comms program and oversees the effective delivery of high-quality and impactful systemic advocacy amplifying the voices of young people Youthlaw supports through our frontline services. Youthlaw's Advocacy & Comms program is focused on shifting systems to prevent, not punish. We advocate alongside young people to reduce drivers of youth legal need, remove barriers to justice, and hold governments to account. Working collaboratively with our team of lawyers and social workers, this role ensures our advocacy and communications is in line with our shared vision, purpose, values and strategic priorities.

### **WHAT YOU'LL DO**

In the first 12 months of this role, you will:

- Create pathways to involve young people in our advocacy and comms work.
- Support our Media & Comms Lead to roll out our new brand and website (in development).
- Build strong organisational foundations for our advocacy, including developing advocacy and comms strategies to implement our next 5 Year Strategy (in development).
- Deploy high-impact advocacy strategies and lead advocacy campaigns alongside young people, such as:
  - Highlighting impacts of recent bail reforms.
  - Raising the age that children can be fined, charged or have intervention orders made against them to 14 years old.
  - Improving young people's access to social housing and young renters' rights.
  - Ensuring young people leaving out of home care have the right to access child protection histories when they turn 18, free of charge.
  - Reducing rates of school suspension, expulsion and exclusion.

This role is funded by the Victorian Legal Services Board + Commissioner's Strong Foundations Grants program for the next 4 years. We support increasing the FTE of the role, subject to working with the successful candidate to secure additional funding for our Advocacy & Comms program.

### **WHAT WE'RE LOOKING FOR**

Youthlaw does incredible, life-changing work providing free, high-quality legal and social work support to young people across Victoria who are doing it tough. Our frontline services help young people experiencing homelessness, family violence, mental health challenges, poverty, discrimination, over-policing, mistreatment and growing up in out-of-home care.

We're looking for an experienced policy, advocacy, campaigning and/or comms expert and manager who leads with purpose. You're passionate about coordinating impactful advocacy to government and public-facing communications to make a real difference for young people experiencing disadvantage.

### KEY ROLE RESPONSIBILITIES

- **Program management:** Leads Youthlaw's Advocacy & Comms program, including coordinating systemic advocacy across our frontline services to reduce youth legal need and create fairer outcomes for young people we support through our integrated legal and social work services.
  - **Policy & Advocacy:** Leads Youthlaw's policy and advocacy work, including developing research reports, policy submissions, letters and briefing notes for government, and supervising our secondee Senior Policy Lawyer who leads our policy work 2 days a week.
  - **Media & Comms:** Supports Youthlaw's media and comms work, including supervising our Media & Comms Lead (full-time) who leads our media engagement and social media.
- **Strategy implementation:** Implements our advocacy and comms strategies in line with Youthlaw's vision, purpose, strategy and values.
- **Youth engagement:** Implements our approach to involve young people in our advocacy and communications, including building the capacity of young people to safely and ethically share their stories, and advocate on social justice issues they care about.
- **People management:** Supervises Advocacy & Comms team members to deliver high quality work in line with our strategy, including recruitment, coaching, supervision, clear workplans and sustainable workloads.
- **Government engagement:** Develops deep relationships with key decision makers, including in state and federal government.
- **Telling our story of impact:** Supports our Media & Comms Lead to coordinate how we communicate the value of Youthlaw's work, and evaluates our advocacy and progress towards long term impacts.

### SHARED RESPONSIBILITIES

All Youthlaw staff contribute to shared organisational responsibilities that strengthen our organisation and reflect our values. These include leadership and participation in:

- Strategic data collection, evaluation and reporting
- Financial management and accountability to funding outcomes
- Collaboration, partnerships, community legal education and systemic advocacy
- Fostering continuous improvement by sharing knowledge, mentoring, and creating opportunities for others to learn.
- Championing multidisciplinary approaches to legal practice that place integrated offerings to young people at the heart of all that we do
- Embedding Youthlaw's vision, values and youth-centred practice
- Promoting a positive, trauma-informed and culturally safe workplace and service, and
- Engaging in organisational processes, planning, professional development and events.

### KEY SELECTION CRITERIA

- Experience in systemic advocacy, policy and/or campaigning.

- Proven ability or demonstrated aptitude to manage an Advocacy & Comms program, including law reform wins, strategy implementation, and managing timelines and risks.
- Experience managing a team and direct reports, including managing performance, supporting wellbeing, coaching and sustainable workload planning.
- Experience working with marginalised young people and understanding barriers they face to justice.
- Commitment to social justice and Youthlaw's values (fearless advocacy, human rights, collaboration & youth agency)
- Strong verbal / written communication and IT skills

#### **DESIRABLE**

- Lived experience of the issues the young people we support face (e.g. homelessness, violence, discrimination, financial hardship)
- Experience working with children and young people aged 12-25
- Experience working collaboratively with partners, particularly First Nations, youth, legal, and community organisations
- Experience working in community legal centres and / or non-profit organisations
- Experience reporting on the impact of advocacy and comms projects

#### **QUALIFICATIONS**

- At least 7-8 years of relevant policy, advocacy, campaigning and/or communications experience
- Eligible for or current Working with Children Check

#### **LOCATION, TRAVEL AND WORK FROM HOME**

Youthlaw supports hybrid and flexible work. We don't have mandated office days or in-office quotas. We trust our people to do their work where they work best, and encourage in-person connection and collaboration through a welcoming office environment and quarterly team days focused on learning and team-building.

Youthlaw's office is located at 106-108 Victoria St in the CBD. This role may involve travel to other locations and occasional out of hours work as part of responsive work.