

Position Description

Policy Officer July 2026



Position Title	Policy Officer
Hours	15 hours per week (2 full days or spread over 3 days). Monday to Wednesday
Duration	Ongoing
Location	Onsite in the CSMC office (Melbourne CBD) / hybrid
Salary	SCHADS Award Level 4 (\$92,280 pro rata) + Super. Salary packaging available
Reports to	General Manager
Closing Date:	9am, Monday 27 July 2026
Contact Person:	Nina Springle, General Manager Phone 0407 354 787 or email generalmanager@csmc.org.au

About CSMC

Council of Single Mothers and their Children (CSMC) is a feminist organisation founded by single mothers to secure a better life for women parenting alone and their children.

For more than 55 years, CSMC has advocated for the rights, wellbeing and economic security of single mothers and their children. Through advocacy, policy development and systemic reform, CSMC works to address the social, economic and legal barriers experienced by single mother families.

CSMC envisions a society that ensures social and economic inclusion for all single mothers and their children across their lives. We are committed to the principles of self-help, empowerment and mutual support.

POSITION PURPOSE

The Policy Officer provides high-quality policy research, analysis and writing to support CSMC's advocacy and systemic reform objectives.

Working under the direction of the General Manager, the role contributes to policy development and advocacy activities that improve outcomes for single mothers and their children. The position identifies emerging policy issues, develops evidence-based policy responses and supports CSMC's engagement with government reform processes.

The role plays an important part in ensuring that the lived experiences of single mothers are reflected in public policy and government decision-making.

KEY RESPONSIBILITIES

Policy Research and Analysis

- Monitor policy, legislative and regulatory developments relevant to single mothers and their children.
- Conduct research and analyse social, economic and policy issues affecting single mother families.
- Review government discussion papers, legislation, inquiries, reports and other policy documents.
- Identify opportunities for advocacy and policy reform aligned with CSMC's strategic priorities.
- Prepare policy briefs, issue papers and background documents.

Submission Writing

- Lead the preparation of submissions to government inquiries, reviews and consultations.
- Draft position papers, policy responses, briefing notes and correspondence.
- Develop evidence-based policy recommendations informed by research, data and lived experience.
- Support the General Manager in preparing advocacy materials and representations to government and other decision-makers.

Advocacy Support

- Contribute to the development and implementation of advocacy strategies and campaigns.
- Provide policy advice and analysis to support organisational advocacy priorities.
- Assist in preparing speeches, presentations, talking points and briefing materials.
- Represent CSMC at policy consultations, sector meetings and government engagements as required.

Research and Evidence Development

- Gather, analyse and synthesis qualitative and quantitative data.
- Monitor emerging research relevant to social security, housing, family violence, employment, education, gender equity and other issues affecting single mother families.
- Support the development of organisational policy positions based on evidence and lived experience.
- Maintain awareness of national and state policy trends affecting single mothers and children.

KEY SELECTION CRITERIA

Essential

- Qualifications in public policy, social policy, law, social sciences, community development or a related field, or equivalent experience.
- Demonstrated experience in policy research, analysis and submission writing.
- Exceptional written communication skills, including the ability to prepare high-quality submissions, reports and policy papers.
- Strong analytical and critical thinking skills.
- Ability to interpret legislation, government policy and research evidence.
- Ability to work independently, manage competing priorities and meet deadlines.

- Strong commitment to feminist principles, social justice and the rights of single mothers and their children.

Desirable

- Experience in the community, advocacy, government or not-for-profit sectors.
- Knowledge of social security, housing, family policy, gender equity, family violence or related policy areas.
- Experience preparing submissions to parliamentary inquiries, government consultations or legislative reviews.

Special Measures Provision

CSMC is a feminist organisation led by and for single mothers.

Under the special measures provisions of the *Equal Opportunity Act 2010 (Vic)*, all employees of CSMC are women who are, or have been, single mothers. Applicants must meet this requirement. First Nations and culturally diverse women who are or have been single mothers are encouraged to apply. This reflects CSMC's commitment to ensuring lived experience informs all aspects of our work.

APPLICATION PROCEDURE

Applications open until 9am, Monday 27 July 2026.

Please apply via [EthicalJobs.com.au](https://ethicaljobs.com.au). Application to addressed to Nina Springle, General Manager

Please include a cover letter clearly addressing all the key selection criteria and a current resume.

Appointment is subject to a police check.

Please contact Nina Springle, General Manager to discuss the role further, noting that relevant service delivery and policy/ advocacy experience and lived experience of being a single mother are both essential for this role. Ring 0407 354 787 or email generalmanager@csmc.org.au