

POSITION DESCRIPTION

POSITION TITLE	Policy & Engagement Officer
EMPLOYMENT TYPE	Part-time 3 days per week contract position for 12 months (subject to three month probation)
REPORTS TO	Senior Manager - Policy & Engagement
DIRECT REPORTS	Nil
LOCATION	Darlinghurst office, Sydney. Some remote working may be negotiated after the probation period. Occasional domestic travel is required.

About

Go Gentle Australia is a national charity founded by Andrew Denton to support choice at the end-of-life, including the option of voluntary assisted dying (VAD). We have played a leading role in the passing of VAD legislation nationwide, and now work across Australia to support and improve access and availability of VAD care.

Purpose of the role

This role supports the delivery of high-quality research, policy analysis and stakeholder engagement to further Go Gentle Australia's strategic objectives and promote safe, high-quality and sustainable VAD care.

It sits within the Policy and Engagement team and works closely with the Senior Manager and alongside another Policy Officer.

Key responsibilities

With direction from the Policy & Engagement Senior Manager, you will:

- Undertake high-quality desktop research, analysis and writing to support the development of briefing notes, policy positions, submissions and reports
- Coordinate correspondence with a range of health, political and consumer stakeholders, including administrative support to schedule meetings, record actions and ensure timely follow-up as required
- Facilitate communication and engagement with a range of stakeholders
- Support stakeholder mapping and regularly update to reflect personnel changes
- Help to prepare team members for external engagement such as meetings and conference attendance
- Monitor political, legislative and end-of-life sector developments to identify changes and develop summary reports

- Assist project planning in the Policy team to ensure work runs to schedule and deadlines are met, as well as giving early warning of conflicts or concerns
- Provide support to priority projects as required, including occasional domestic travel.

Skills and experience

Successful candidates should demonstrate the following:

- Relevant qualification, experience or a proven interest in health, politics or a related field
- Knowledge of Australian healthcare systems is desirable
- Ability to translate complex issues into clear, concise and accurate briefings
- Exceptional written, interpersonal and communication skills
- Strong organisational skills with the ability to manage multiple priorities and deadlines
- Confident working both independently and in collaboration with colleagues
- Dynamic, flexible and willing to adapt and learn new skills
- Competent in IT programs and troubleshooting including Google Workspace, Zoom, Mailmerge and CRM systems. Knowledge of Nationbuilder is desirable.
- Be an Australian Citizen or Permanent Resident
- Commitment to our mission, values and vision.