



POSITION DESCRIPTION

POLICY AND IMPACT MANAGER

EMPLOYMENT	Fixed-term part-time (12 months), 0.5 FTE (19 hours a week), with a view to extension subject to funding
SALARY	SCHADS Level 6: \$115,337 full-time equivalent (\$57,669 pro rata) plus superannuation and not-for-profit salary packaging
LOCATION	Fully remote, anywhere in Australia
REPORTS TO	Chief Executive Officer
START	As soon as possible

ABOUT AMHF

The Australian Men's Health Forum (AMHF) is the national peak body for the health and wellbeing of boys and men. We bring together the organisations working in men's health and turn sector knowledge into coordinated action and national policy influence.

Our purpose is a healthier, more connected Australia in which boys and men are valued, supported and able to thrive.

AMHF is entering a period of renewal under a new CEO and a 2026–27 strategy focused on national advocacy, member growth and new revenue. We're a lean, fully remote team working with a CEO who moves quickly, so you'll have real responsibility from day one and see your work make a difference fast.

We use AI tools in our everyday work for research, drafting, analysis and admin. This is how a small team like ours gets a lot done, and it frees our people to focus on relationships, judgement and impact. You'll use these tools every day and help us find new ways to use them well.

WORKING WITH US

- **Fully remote:** work entirely remotely from anywhere in Australia, with a suitable home workspace and reliable internet.
- **Your hours, your way:** the role is 19 hours a week and we're open to how you work them. That might be two longer days, three days, or around 3.8 hours a day across five days. Tell us what works best for you.

- **Salary packaging:** not-for-profit salary packaging is available to increase your take-home pay.
- **Travel:** occasional interstate travel for meetings and events.
- **Conditions:** a National Police Check and the right to work in Australia are required.

ROLE PURPOSE

The Policy and Impact Manager strengthens AMHF's evidence-based voice and shows the difference we make. You will support our policy and advocacy work, build the evidence base on boys' and men's health, report on AMHF's impact and the state of the men's health sector to members, funders and government, and bring members' views together into clear, shared policy priorities that AMHF advocates for on the sector's behalf.

KEY RESPONSIBILITIES

POLICY AND EVIDENCE

- Research and draft submissions to inquiries and consultations, and AMHF's annual pre-budget submission
- Develop position statements and policy briefs in AMHF's voice
- Monitor policy developments and parliamentary activity, and flag opportunities to the CEO
- Produce short evidence briefs on boys' and men's health issues, and maintain a library of key data, research and AMHF positions
- Build relationships with policy staff across peak bodies and the broader health and community sector, to share intelligence and collaborate on joint advocacy

MEMBERS AND SECTOR

- Plan and run member consultations and surveys to build clear, shared policy priorities that AMHF advocates for on the sector's behalf
- Develop resources that help members contribute to AMHF's collective advocacy, such as consultation inputs, case study templates and shared key messages
- Produce plain-language evidence summaries, factsheets and data profiles members can use in their own work and funding applications
- Map the men's health sector to support national-to-local coordination

RESEARCH AND IMPACT

- Develop research partnerships with universities and research institutes, including AMHF's involvement in research grants and translating findings for members
- Lead an annual report to government on boys' and men's health, setting out the sector's collective priorities
- Explore options for a more consistent approach to outcome measurement across the men's health sector, working with members and researchers to identify shared measures
- Prepare grant performance reports against agreed indicators

SUCCESS IN THE FIRST 12 MONTHS

- Submissions and briefs delivered on time and to a high standard

- AMHF's first annual report to government published
- At least one research partnership in place
- At least one member survey completed, with findings used in AMHF's positions
- Clear, shared policy priorities agreed with members and reflected in AMHF's advocacy
- Options for consistent outcome measurement across the sector explored with members and researchers
- Grant performance reporting delivered on schedule

KEY RELATIONSHIPS

- **Internal:** CEO, Strategic Partnerships Manager, Executive Assistant and Operations Officer
- **External:** member organisations, policy staff across peak bodies and the broader sector, researchers and academics, government departments and parliamentary committees, funders

SELECTION CRITERIA

ESSENTIAL

- Experience in policy, research or advocacy, ideally in health or social policy
- Excellent writing skills, including submissions and briefs for government audiences
- Ability to analyse data and evidence and explain it simply
- Experience in program evaluation, impact measurement or outcomes reporting
- Strong judgement on accuracy and quality in research and writing
- Comfortable working at pace in a small team, and confident using AI tools in your work (or keen to learn quickly)

DESIRABLE

- A relevant tertiary qualification, such as public health, public policy or social science
- Knowledge of men's health issues and the Australian health system
- Experience working with a peak body or member-based organisation
- Understanding of federal parliamentary and budget processes

ENQUIRIES Chloe Jesson, CEO — ceo@amhf.org.au