



# Position Description

Position Information	
Position	Policy & Advocacy Officer
Date approved	19 October 2021
Program	National Women's Safety Alliance
Supervisor	CEO National Women's Safety Alliance
Location	YWCA Canberra Central Office
Salary	Grade 4 Level 1.1 of YWCA Canberra Enterprise Agreement

## General Conditions of Employment

- YWCA Canberra Enterprise Agreement 2018 - 2023
- Appointment is subject to obtaining a satisfactory Working With Vulnerable People check & Police check at own cost
- Appointment is subject to satisfactory working rights in Australia
- All YWCA Canberra policies and procedures will apply
- Subject to a 6-month probation period

## Position Statement

The National Women's Safety Alliance (NWSA) provides advice to government on national policy to prevent and reduce violence against women and their children. Reporting to the CEO of the NWSA, the Policy & Advocacy Officer supports the development of NWSA policy positions, advocacy strategies, and engages with members and key stakeholders across the country. The role also provides support for the NWSA Policy & Advocacy Advisory Committee and two standing Working Groups.

The role is a unique opportunity to be part of the national conversation on reducing all forms of violence against women and work with a diverse range of stakeholders.

## Responsibilities

- Develop policy and advocacy materials and undertake research relating to NWSA's policy priorities.
- Engage with women's safety organisations, individuals with lived experience and government stakeholders.
- Deliver policy and government relations advice to NWSA CEO.
- Coordinate membership communication and engagement activities and events.
- Provide support to the NWSA Policy & Advocacy Advisory Committee and Working Groups.
- Manage NWSA communications, including the website.
- Perform other duties as required.

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Steward: People and Culture / NSWA	Approved By: Chief Executive Officer
Version: 2.0	Updated: 19/10/2021

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YWCA CANBERRA

Selection Criteria			
<b>Qualifications</b>	<p>Tertiary qualifications in social policy, advocacy, government relations, or communications.</p> <p>At least 2 years' experience working in social policy within federal government.</p>		
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Exceptional written communication skills, including the ability to write a range of papers and publications for different audiences and using different platforms.</li> <li>• Exceptional verbal and interpersonal skills, including the ability to work with a diverse range of people.</li> <li>• Strong stakeholder management skills, including the ability to work with senior leaders.</li> <li>• Strategic thinking skills, including the ability to critically analyse and problem-solve.</li> <li>• Sound understanding of women's safety issues.</li> <li>• An understanding of social media as a method of advocacy.</li> <li>• Strong project management skills including the ability to multi-task, meet deadlines and work under pressure.</li> </ul>		
<b>Capabilities and Behaviours</b>	<ul style="list-style-type: none"> <li>• Strong work ethic, self-motivated, and outcomes focused.</li> <li>• An innovative, collaborative and creative approach to work.</li> <li>• A team-oriented attitude.</li> <li>• Ability to work autonomously as well as part of a team.</li> </ul>		
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work within the philosophy of the YWCA Canberra</li> <li>• Digital literacy, in particular CRM and website</li> <li>• Current full driver's license</li> <li>• A current Working with Vulnerable People Registration</li> <li>• Australian Citizenship or suitable rights to work in Australia</li> </ul>		
Authorisation			
<b>Acknowledgement by Incumbent</b>	Signature:	<b>Date</b>	Click here to enter a date.
	Name:		
<b>Chief Executive Officer</b>	Signature:	<b>Date</b>	Click here to enter a date.
	Name:		

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