



YWCA CANBERRA

Position Description

Position Information	
Position	Senior Policy Advisor
Date approved	January 2026
Program	Working with Women Alliance (WwWA)
Supervisor	Executive Director, Working with Women Alliance
Location	YWCA Canberra Central Office
Hours of work	30-38 hours per week
Salary	YWCA Canberra Level 4.1 to 4.3

General Conditions of Employment

- YWCA Canberra Enterprise Agreement 2023 - 2027
- Appointment is subject to obtaining a satisfactory Working with Vulnerable People check at own cost
- Appointment is subject to providing a Police Check valid within the last 3 months
- 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 role of Senior Policy Advisor, Gender Based Violence is responsible for deliverables against the Activity Work Plan approved by Office for Women and set by the Governance Committee of WwWA. Reporting to the Executive Director WwWA, this role is directly responsible for leading policy development on women's safety and will manage the Policy and Advocacy Advisory Committee and other relevant work groups and members.

Responsibilities

The key responsibility of this role is to provide senior policy advice to the WwWA and specifically within the women's safety and gender-based violence portfolio and influence national policy on eliminating all forms of violence against women. The advisor will provide evidence-based policy advice on women's safety, this will be achieved by developing and implementing innovative strategic alliances through communication, advocacy, and policy initiatives.

- Developing and implementing policy positions, submissions, communication and advocacy including, government relations, campaign design, speechwriting, and a range of digital and print content and collateral.
- Recommend and develop the policy and advocacy priorities for women's safety.
- Support the growth and engagement of the membership of WwWA, focusing on women's safety sector and be representative of the sector nationally.
- Facilitate and foster productive relationships with women's safety organisations, individuals with lived experience, government, and other relevant stakeholders.
- Manage the gender-based violence Policy & Advocacy Advisory Committee and implement effective contemporary governance practices.

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Steward: Human Resources	Approved By: Chief Executive Officer
Version: 1.0	Updated: 12/01/2026



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- Work collaboratively and consultatively in a dynamic environment 'with and through' WwWA advisory committees, team members, as well as individual members/community partners and organisations such as, the National Women's Alliances, stakeholders such as Our Watch, ANROWS 1800Respect etc.
- Participate in reporting and meeting the Activity Work Plan as set by the Office for Women, contract reporting as requested, and mid-year reviews with the Office for Women.
- Prioritise and meet deadlines and work without direct supervision.
- Perform other duties as required.

Selection Criteria			
Qualifications	<ul style="list-style-type: none">• Tertiary qualifications or equivalent level experience in policy, advocacy, research, government relations, or campaigning.• At least 2 years' experience working in policy at the federal level.		
Knowledge and Experience	<ul style="list-style-type: none">• Demonstrated experience in developing policy strategy.• Extensive knowledge of women's safety issues.• Established network of relationships within the relevant sector.• Experience chairing committees and managing diverse stakeholders.• Demonstrated experience developing evidence-based policy submissions and advice.• Experience in writing for and managing a range of content platforms and publications including newsletters, websites, media releases, and social media content.• 		
Capabilities and Behaviours	<ul style="list-style-type: none">• High work ethic, self-motivated, and outcomes focused.• An innovative, collaborative, and creative approach to work.• Exceptional verbal, written and interpersonal skills and collaborative attitude.• Ability to influence others.		
Other Requirements	<ul style="list-style-type: none">• Ability to work within the philosophy of the YWCA Canberra.• Current full driver's license.• A current Working with Vulnerable People Registration.• Australian Citizenship or suitable rights to work in Australia.		

Authorisation			
Acknowledgement by Incumbent	Signature: Name:	Date	Click here to enter a date.
Chief Executive Officer YWCA	Signature: Name:	Date	Click here to enter a date.

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