

POSITION DESCRIPTION



Policy and Advocacy Lead

Advocacy and Strategic Communications

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE:	POLICY AND ADVOCACY LEAD
PROGRAM:	ADVOCACY AND STRATEGIC COMMUNICATIONS
LOCATION:	RICHMOND, VICTORIA
REPORTING RELATIONSHIPS:	This position reports directly to the General Manager, Policy and Advocacy. This position doesn't have any direct reports.
EFFECTIVE DATE:	March 2025

Position Purpose

We are seeking a skilled and passionate Policy and Advocacy Lead to join our Policy and Advocacy Unit. In this role, you will work closely with senior leaders to drive the development and implementation of the policy and advocacy agenda for Jesuit Social Services, with a particular focus on building and maintaining strategic relationships with policy makers and sector partners. You will do this in a way that:

- is consistent with the mission of Jesuit Social Services
- draws on the practice experience of Jesuit Social Services staff and program participants
- responds strategically to social policy and advocacy issues in the broader environment.

You will lead and support advocacy on issues relating to the work of Jesuit Social Services, including strategies to promote positive social and environmental change at local and national levels for people, families and communities experiencing disadvantage. Portfolio areas may include:

- Justice and crime prevention
- Education, training and employment
- Prevention of violence against women and children
- Child sexual abuse prevention
- Mental health and wellbeing
- Settlement and community building
- Refugee and asylum seeker issues
- Ecological and climate justice.

Program Purpose

Policy and Advocacy Unit

Drawing on our experience standing alongside people, families and communities who experience disadvantage through our services and programs, the Jesuit Social Services Policy and Advocacy Unit leads and supports advocacy on priority issues for Jesuit Social Services including through campaigns, position papers, engagement with decision makers, submissions, writing for media and participation in consultations.

To support this function we monitor and analyse developments in key policy areas relevant to the work and priorities of the organisation, including through media, sector networks, internal practice wisdom and lived experience, and contemporary evidence.

We work with the broader Advocacy and Strategic Communications directorate, and in partnership with other areas of the organisation as appropriate.

Duties of the position

- Lead the development of high-quality policy and advocacy materials, including submissions, position papers, briefings and reports which align with the social and environmental advocacy priorities of Jesuit Social Services.
- Lead and support advocacy efforts to engage relevant decision makers across all levels of government as well as commissions and other relevant bodies to support the organisation's policy priorities.
- Track relevant developments in legislation and public policy, providing regular analysis and updates to the team and senior leadership regarding potential impacts on the organisation's work.

- Liaise with key policy, advocacy and research stakeholders and networks to ensure the organisation is well informed about key policy, research and advocacy developments in key areas.
- Play a leadership role in the Policy and Advocacy team, including identifying processes, tasks and resources required to achieve team goals; overseeing significant projects; representing the organisation in key forums as required; and building relationships across the organisation and sector on behalf of the team.

Key Selection Criteria

1. Tertiary qualification/s in law, social sciences, public policy or a related discipline and/or relevant experience in policy development and advocacy on social issues.
2. Demonstrated understanding of social and environmental justice, social inclusion and disadvantage in the context of government policy-making at the national and state/territory levels in Australia.
3. Deep experience working within government and/or engaging with government decision makers and processes to influence policy and program outcomes.
4. Demonstrated experience and skill in developing and driving strategic policy solutions, undertaking research and analysis, and contributing to the development of advocacy priorities.
5. Excellent written, verbal and interpersonal communication skills which are logical, succinct and sensitive to purpose and audience needs.
6. Capacity to skillfully handle difficult or sensitive topics and materials.

Key Performance Indicators

- Evidence of initiating, leading and driving policy and advocacy work that aligns with the work plan of the team and the strategic priorities of Jesuit Social Services.
- Development and production of high-quality research and policy analysis within agreed timeframes.
- Evidence of building and maintaining external relationships including with government, community sector, and other key policy, research and advocacy stakeholders to support advocacy objectives.
- Proactive identification of advocacy opportunities and priorities informed by the political and media landscape, public debate and contemporary evidence and research.
- Contribution to the strategic direction of the Policy and Advocacy team including by translating organisational strategy into day-to-day activities and helping build team commitment

Key responsibilities of Jesuit Social Services Employees

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

_____ Date: _____

Position Description Approved by:

GM or ED

Position Description Review Date:

2 years from effective date