**Title:**  Advocacy Manager (Policy and Communications)

**Reporting to:** YACVic CEO

**Hours:** 1.0 FTE, 38 hours per week, 5 days a week (negotiable)

**Remuneration:** $108,517.72 - $110,908.76 p.a., classified under the SCHADS Award at Employment Level 6.1 - 6.2, depending on experience (YACVic pays above award rates, with generous T&C.)

**Status:** This is a fixed term 12-month contract, with potential for renewal dependent on performance and funding.

**Location:** Based at the YACVic office in Melbourne CBD. There will be some travel in Victoria. Working from home arrangements are supported and can be negotiated.

**About the Youth Affairs Council Victoria (YACVic)**

Youth Affairs Council Victoria (YACVic) is the peak body and leading policy advocate on young people's issues in Victoria. Our vision is that the rights of young people in Victoria are respected, and they are active, visible and valued in their communities. For over 60 years, YACVic has advocated for the best interests of young people (aged 12-25 years) and the sector that works with them. YACVic provides additional targeted advocacy and services through our key services, YACVic Rural and the Youth Disability Advocacy Service (YDAS).

**About the role**

The Advocacy Manager (Policy and Communications) is a key role within the organisation, leading the team that is responsible for identifying and pursuing advocacy on existing and emerging issues for young people, undertaking research to inform the development of YACVic’s policy positions, and providing strategic leadership on media and communications projects and campaigns. This position undertakes significant government relations work and often represents YACVic at high-level meetings.

**Major Duties**

* Lead and manage the small but dynamic Policy and Advocacy team and Media and Communications team.
* Develop and lead implementation of key strategies for advocacy, research, government relations, media and communications.
* Build and maintain relationships with key stakeholders, especially:
  + Relevant Ministers and key government agencies
  + Within the youth and community sector
* to advance and advocate for the interests of Victorian young people and promote YACVic’s work.
* Develop policy positions and responses/submission to state and federal government policy setting and reforms in priority areas.
* Coordinate and convene policy networks and other consultation mechanisms such as forums and roundtables, to ensure the perspectives of the youth sector and young people are represented in YACVic’s policy responses and research work, and collective voice is leveraged for advocacy.
* Represent YACVic on relevant external committees, groups and at professional conferences.
* Oversee media and communications projects and campaigns, including promotion and advocacy of YACVic’s policy and research work.
* Work closely with YACVic’s Youth Participation team to promote and support the participation of young people at all levels of the organisation and broader community.
* Work closely with the YACVic Rural and Youth Disability Advocacy Service teams, to ensure YACVic’s advocacy and communications echoes their priorities.
* Contribute to identification and pursuit of funding opportunities, in particular for policy-related work.
* Contribute to budget setting and compliance reporting.

You will be required to perform these duties, and any other duties the CEO may assign to you, having regard to your skills, training and experience.

**Reporting**

This role reports to the YACVic CEO, and is part of the YACVic Leadership team. You will have three direct reports at varying levels between junior officer, officer and coordinator levels. The Media and Communications Coordinator reporting to you, supervises a small team of two part-time staff. From time-to-time you may also be required to supervise student placements, interns or other project / casual staff.

**Key Selection Criteria**

*This describes our ideal candidate. Even if you do not meet all criteria, please apply – you may be the perfect person for us!*

1. Demonstrated skills and experience in policy research and analysis, including the ability to contribute to policy debates, an understanding of the practice and principles of sound consultation and survey development, and strong report writing skills.
2. Experience of planning and implementing media and communication strategies and/or campaigns, and experience in speaking to the media.
3. Highly developed interpersonal, liaison and negotiation skills, and demonstrated ability to develop and maintain productive and collaborative partnerships with diverse stakeholders, including politicians and government officials.
4. An understanding of, and sensitivity to, issues affecting a diverse range of young people and those working with them, especially young people who face marginalisation.
5. Sound team leadership and management capabilities, including experience supervising staff, highly developed organisational skills and the ability to think, plan and work independently and collaboratively.
6. Demonstrated understanding of appropriate behaviours when engaging with children and young people including from diverse backgrounds, and commitment to the Code of Ethical Practice for the Victorian Youth Sector and the Victorian Child Safe Standards.

**Desirable**

1. Experience in, or a strong commitment to, working in the youth/community sector within a social justice framework, including working in equal partnership with young people.
2. Current network of Victorian-based stakeholders and Victorian government contacts.

YACVic is an Equal Opportunity Employer. People with disability, people from culturally and/or linguistically diverse backgrounds and Aboriginal and Torres Strait Islander people are encouraged to apply for this position.

**Benefits of working at YACVic**

* Generous terms and benefits
* Values based work, with engagement across a wide range of policy areas
* Flexible, disability friendly, family friendly, rainbow friendly environment
* Fun work culture and a diverse team, in a fully accessible Melbourne CBD office
* High degree of collegial support & sector-leading professional development

**Employment conditions**

YACVic promotes the safety, wellbeing and inclusion of all children and young people, including those with a disability, those who are Aboriginal and Torres Strait Islander or those from refugee or migrant backgrounds. We take child protection very seriously.

All employees are subject to screening and assessment against child safety standards, including rigorous background, identity and reference checks. The successful applicant will require a current Working with Children Check and a satisfactory National Police Check (costs reimbursed) and must agree to comply with YACVic’s Code of Conduct, Child Safe policy and procedures.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

**Application Process**

Applications should be emailed to Recruitment, via [recruitment@yacvic.org.au](mailto:recruitment@yacvic.org.au) with **‘Advocacy Manager (Policy and Communications)’** in the subject line and must include:

* A brief cover letter
* Your resume
* Your answers to the key selection criteria, as listed in the position description
* Contact details for a minimum of two referees, including your most recent line manager (we will not contact referees without your prior permission).

**Only applications that follow the above process will be accepted and considered for interview.** Please let us know if you require support to complete an application or would like to submit an application in a different format.

**Applications close on 30 August 2024 at 5pm**, with interviews likely to be held in the week commencing 09 September 2024

If you have any questions about the role, please contact us via email at [recruitment@yacvic.org.au](mailto:recruitment@yacvic.org.au) using the subject line: ‘Advocacy Manager - Policy and Communications Enquiry’.