

Job Title:	Advocacy Coordinator	Location:	Darwin
Team:	Policy and Research	Position Type:	Full-time
Award:	Social, Community, Home Care & Disability Services Industry Award 2010	Award Level:	Level 5
Reports to:	Policy and Research Director		
Primary Job Purpose			
<p>Working within the Policy and Research team, the purpose of this role is to support the Foundation’s work in advocating for changes to laws, policies and programs that prioritise the health and wellbeing of Northern Territory families and communities.</p> <p>This role will work alongside key not-for-profit stakeholder, researchers and community representatives in policy development and advocacy. Key tasks include undertaking policy analysis, drafting written materials, contributing to and operationalising advocacy plans and engaging with a range of senior government, ministerial and peak body stakeholders.</p> <p>This role works closely with the Policy and Research Director.</p>			
Responsibilities			
<ul style="list-style-type: none"> Engage in advocacy, including providing input into advocacy strategies, meeting with decision-makers and preparing briefings. Work collaboratively with both internal and external stakeholders to translate policy and research. This involves collaborating with the communications team and engaging with external stakeholders, such as government, universities and non-for-profit organisations to identify policy priorities and needs. Actively maintain a detailed knowledge of subject area to identify and respond to emerging issues within policy framework. Monitor, organise, aggregate, analyse and synthesise research and data that is relevant to FARE’s priority areas. Identify policy options and providing advice for policy reform that are aligned with FARE’s strategic priorities. Draft high-quality written materials based on policy analysis. This includes policy positions, reports, briefing papers and submissions to government. Evaluate the feasibility and impacts, of policy recommendations, taking into consideration the alignment with FARE’s strategy and the interests of stakeholders. Provide input to the Communications and Campaigns team on traditional and digital media and other communication outputs. Perform other duties as directed by the CEO and/or Director of Policy and Research. Apply the principles and practices of FARE and adhere to the company’s Values and Code of Conduct. Adhere to all the requirements of the Work Health & Safety Act and Regulations, both personally and in relation to the other staff and the company in general. 			
People Management	The position has no direct line management responsibilities		
Budget Management	The position has no budgetary responsibilities		
Capabilities			
Qualifications/ Experience	<ul style="list-style-type: none"> A minimum of 3 years’ experience in community or health policy coupled with relevant tertiary qualifications, or equivalent experience. Demonstrated strong stakeholder management and community engagement skills. <ol style="list-style-type: none"> Experience in a political, parliamentary or policy development role. 		

	<ul style="list-style-type: none"> • Demonstrated ability to work with others across teams and at all levels. • Demonstrated communication skills, adaptable to the broader stakeholder group. 		
Knowledge/ Skills	<ul style="list-style-type: none"> • Expertise in social or health policy, including knowledge of relevant legislation, and government policies in subject area. • Demonstrated knowledge of policy and political processes and government operations. • Strong persuasive communication ability, including fluency in a variety of written and verbal communication forms. • Ability to manage relationships with government entities, members of parliament, academics and stakeholders within the sector. • Strong planning and negotiation skills, and ability to exercise sound judgment. • Demonstrated ability to work with others across teams and at all levels. • Demonstrated ability to work productively to achieve results, with minimal supervision. • Knowledge in legal, public health or digital policy is desirable. 		
Personal Attributes	<ul style="list-style-type: none"> • Values-based and outcomes focused. • Demonstrated 'can-do' attitude and actively contribute to developing a culture of excellence, creativity, responsiveness and flexibility. • Demonstrated commitment to continuing professional and personal development. 		
Reviewed By:	Catherine Earl	Date:	
Approved By:	Ayla Chorley	Date:	14.06.2024
Last Updated By:	Ayla Chorley	Date/Time:	14.06.2024