



FARE Position Description

Job Title:	Policy and Advocacy Lead	Location:	Australia wide
Team:	Policy and Research	Position Type:	Full-time
Award:	Social, Community, Home Care & Disability Services Industry Award 2010	Award Level:	Level 6
Reports to:	Policy and Research Director		
Primary Job Purpose			
<p>The Policy and Advocacy Lead is responsible for developing advocacy strategies, policy development and stakeholder engagement activities in collaboration with the Policy and Research Director.</p> <p>The role will work with a high degree of autonomy and be required to develop and maintain relationships both internally and externally.</p> <p>The role includes undertaking complex policy tasks including rapid analysis of legislation and developing high quality written materials, the development and oversight of advocacy strategies, and working with FARE's research lead to commission research projects that contribute to the evidence base and advance FARE's campaigns.</p> <p>Currently this role leads work on FARE's campaign to reduce harmful product marketing in Australia.</p>			
Responsibilities			
<ul style="list-style-type: none"> • Lead campaign planning with the Policy and Research Director, developing a program of work including key tactics to achieve advocacy goals over time. • Proactively drive and manage allocated key issues and priorities to reach agreed outcomes in consultation with team members. • Support and mentor staff within the Policy and Research team to contribute to the program of work and help the Director coordinate workflow within the team. • Collaborate with the Communications team on traditional and digital media and other communication outputs that are developed to support advocacy strategies. • Map, engage and develop stakeholder relationships, particularly with government and political decision makers, and also with not-for-profit organisations, people with lived experience and researchers. • Draft and review high quality written publications including briefs, letters, submissions and research reports, including rapid analysis of legislation, evidence synthesis, and clear policy recommendations. • Represent the organisation at a range of forums, events, conferences and meetings. • Identify opportunities for funding for this program of work. • Perform other duties as directed by the CEO and/or Policy and Research Director. • 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 does not have direct reports, though is expected to provide some supervision and support to more junior staff in the team.		
Budget Management	The position does not have budgetary responsibility.		
Capabilities			

Qualifications/ Experience	<ul style="list-style-type: none"> Professional experience in government relations, stakeholder engagement, policy and advocacy strategy development. Academic qualifications in public policy, politics, health, epidemiology, statistics, and/or relevant experience. Experience in political or parliamentary work environments highly desired. Familiarity with systems-thinking or complexity-aware approaches to evaluation and strategy highly desired. Demonstrated capacity to manage complex projects, coordinate teams, prioritise competing demands, and collaborate effectively with diverse internal and external stakeholders. 		
Knowledge/ Skills	<ul style="list-style-type: none"> Understanding of and experience with government policy processes. Strong interpersonal and communication skills, adaptable to many stakeholder settings. Ability to work with others across teams and at all levels, as well as developing workflow processes. Ability to set goals and work productively with minimal supervision. Experience in project and contract management. Experience in data analysis and synthesis of data. Ability to supervise and mentor staff to achieve shared objectives. 		
Personal Attributes	<ul style="list-style-type: none"> Ability to build and maintain strong and productive working relationships. Ability to manage conflicting priorities within a dynamic environment. 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:	Matt Georgeson	Date:	14/04/2026
Approved By:	Ayla Chorley	Date:	14/04/2026
Last Updated By:	Ayla Chorley	Date/Time:	14/04/2026