

ORGANISATION INFORMATION

Position title	Associate Director, Policy and Advocacy	Position type	Full time, ongoing
Reports to	Deputy CEO, Engagement	Hours per week	38
Team	Policy and Advocacy	Award classification	Above Award
Direct reports	1	Budget	TBD
Date reviewed	June 2024		

ABOUT PLAN INTERNATIONAL AUSTRALIA

Who are we? What do we do?

Put simply, we're the charity for girls' equality.

We tackle the root causes of poverty, support communities through crisis, campaign for gender equality, and help governments do what's right for children and particularly for girls.

We believe a better world is possible. An equal world; a world where all children can live happy and healthy lives, and where girls can take their rightful place as equals. This is the world you will help us create.

What does it feel like?

- You will get up each day feeling like you are helping create justice for vulnerable children and equality for girls. You'll be able to put a commitment to making a difference for children and girls at the centre of your effort, decision making and focus.
- You'll feel part of a broader team - beyond just the people you work with every day - because you'll be in tune with what's needed across the organisation. You'll be able to use your skills of empathy, coaching, and energy where it is needed most.
- You'll receive quality feedback and seek to create feedback loops in your team and in the organisation too.
- You'll find strength in our diversity, inclusiveness and mutual respect.

Here are some of the ways you will bring your best to this role:

- You will demonstrate a deep commitment to equality, human rights and gender justice in all you do.
- You will challenge power dynamics and processes that are unjust.
- You will share decision-making processes. You'll actively seek out strengths of your colleagues in a way that allows everyone to have some power.
- You will be willing to think and work outside of the traditional idea of teams. You'll enjoy coaching rather than directing work.
- You will embody a deep self-awareness and demonstrate the courage to be vulnerable.
- You will look for ways to evolve our ways of working.
- You have a willingness to learn and to share insights and experience with empathy and compassion.
- You will demonstrate a deep commitment to child protection and safeguarding in all you do.

WHAT WILL YOU BE DOING IN THIS POSITION?

The Policy and Advocacy team exists to drive strategic, high-impact engagement with the Australian Government to benefit children, particularly girls, in development and humanitarian settings globally.

This small team is highly focused to achieve cut-through, influence and impact on PIA's advocacy priorities. The role will build a robust evidence base for advocacy; shape influential thought leadership with the Australian Government; involve young people meaningfully in advocacy approaches; and engage directly with political stakeholders to achieve critical policy and advocacy outcomes.

As a leader within the organisation, you will demonstrate strong political acumen and a laser focus on impact. Your ability to manage stakeholders and collaborate effectively across the organisation, including with senior leaders and international colleagues, as well as with external sector partners, will be essential for success.

In alignment with PIA's core mission, this role will lead efforts to encourage Australian Government support for adolescent girls and children in development and humanitarian settings, including initiatives related to climate action. The role works at a strategic and operational level, designing high-impact advocacy strategies, building relationships at multiple levels across government and parliament, and delivering the key policy and advocacy activities required to influence change, from policy positions and statements through to research reports and submissions.

You will also oversee strategic initiatives aimed at cultivating youth leadership through training and partnership development, both domestically and in the Pacific region. Together with colleagues, you will champion the adoption of safeguarding policies and feminist leadership principles, ensuring organisational alignment with our mission and values.

TELL ME MORE (KEY RESPONSIBILITIES AND ACCOUNTABILITIES)

Strategic leadership

- Actively contribute to organisation-wide strategy and planning as a member of the Senior Leadership Team
- Lead the Policy and Advocacy Team and its strategies and plans, in alignment with Plan International Australia's organisational strategy
- Set annual team plans, budgets and resource allocation

Policy, Advocacy and Government Relations

- Lead the development of PIA's policy and advocacy agenda, in consultation with stakeholders across the organisation, prioritising effort and resources to ensure PIA's advocacy achieves maximum impact
- Monitor government policies and budgets, providing informed analysis on developments relating to PIA's priority issues
- Cultivate and maintain relationships with government, parliament, departmental officials and other key political stakeholders to advocate for PIA's priorities
- Prepare reports, submissions, policy briefs and other advocacy materials to inform and influence decision-making
- Coordinate advocacy efforts with internal stakeholders, including senior leadership, international programming leads, and media and communications staff
- Engage in coalition-building and partnership development across the development, humanitarian, child rights and gender equality sectors, to achieve common policy objectives
- Ensure young people's voices are meaningfully included in PIA's policy and advocacy activities and in government decision-making
- Represent PIA as required externally in key policy networks, conferences and meetings

Team management

- Manage the Youth Policy and Advocacy Coordinator, overseeing performance management and professional development, and embedding a coaching style of leadership that drives performance and accountability
- Support the implementation of PIA's management and operational reporting
- Produce reports, papers and presentations for Board and Executive as required
- Build strong relationships across PIA and the international federation
- Contribute to a positive workplace and team culture that promotes Plan's values and commitment to feminist leadership

WHAT DO I NEED TO BRING? (KEY SELECTION CRITERIA)

Essential:

- Demonstrated experience in advocacy and social impact, including an understanding of the role of research, government relations, media and activism in influencing change
- A high-level understanding of at least one of PIA's domains of influence (human rights, children's rights, gender equality, international development, humanitarian impact, climate) and processes for influencing outcomes in this space
- Strong relationship management skills, including experience in government and/or public service engagement
- A strong understanding of parliamentary and political processes in Australia
- Alignment with PIA values and commitment to social impact, feminist leadership and sharing power

Desirable:

- Management and leadership skills, with demonstrated ability to drive high performance and a positive and inclusive culture
- Sound experience in strategic planning, budgeting and financial/impact reporting, together with excellent organisational, administrative and staff management skills

HOW WILL I KNOW IT'S GOING WELL? (KEY PERFORMANCE INDICATORS)

- Policy and Advocacy team sets and makes measurable progress towards an ambitious, high-impact strategy for influencing positive policy change
- Strong engagement and performance is maintained within the team
- High level critical thinking is brought to the Policy and Advocacy portfolio, including an influence and evidence base for PIA that is grounded in gender-transformative impact

WHO WILL I WORK WITH?

Along with your team, you will work closely with the:

- CEO
- Deputy CEO, Engagement
- Engagement to Action Leadership Team
- Senior Leadership Team
- PIA's network of youth activist alumni and other consultants as required

WHICH FORMAL GROUPS WILL I BE A PART OF?

You will be a member of the Senior Leadership Team

SAFEGUARDING REQUIREMENTS

We take very seriously our responsibility and duty to ensure that we, as an organisation, and anyone who represents us, does not in any way harm, abuse or commit any other act of violence against children, young people or other vulnerable persons.

Everyone who works with, and engages with Plan, has a responsibility to ensure that children and young people are safeguarded and protected.

High <input type="checkbox"/>	Details	
Police Check Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Working With Children Check Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Global Anti-Terrorism Screening Required	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>