# Position Description

## Policy and Advocacy Officer

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Position Policy and Advocacy Officer

Purpose The key focus of this role is to provide policy and advocacy support to the WWDACT team, aligned with WWDACT strategic objectives and sector growth

Contract Part-time minimum 12-hrs/pwk (negotiable) SCHACDs Level 4 $36.62 ph (plus superannuation and leave loading. This is a 12-month contract with the possibility of renewal.

Reports to WWDACT Chief Executive Officer (CEO)

Based Level 2 / 71 Northbourne Avenue, Canberra City ACT

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### The Organisation

Women With Disabilities ACT (WWDACT). WWDACT is a systemic advocacy and peer support organisation for women and girls with disabilities in the ACT and region. WWDACT follows a human rights philosophy, based on the Convention on the Rights of Persons with Disabilities (CRPD) and the Convention on the Elimination of Discrimination against Women (CEDAW). WWDACT is a Disabled People’s Organisation (DPO), governed by women with disabilities, and its proposals and recommendations to government are consistent with Article 4(3), and Article 29 of CRPD.

### The Position

The WWDACT Policy and Advocacy Officer involves a variety of duties associated with research, policy analysis and development, advocacy and stakeholder engagement. The Officer will work independently with guidance from the CEO.

### The Duties

1. Research, prepare and write position papers, submissions and reports in line with WWDACT Strategic Plan.
2. Advocate alongside the CEO to government and other organisations on the needs of women\*[[1]](#footnote-1) with disabilities in the ACT and region.
3. Provide support and advice to the CEO, Chair and Board members to fulfil their role representing issues affecting women with disabilities at conferences, working groups and forums.
4. Lead policy and collaborate with relevant stakeholders to deliver policy and advocacy initiatives.
5. Advise the CEO on emerging disability issues or government initiatives requiring a policy response.
6. Conduct member forums and surveys to inform and guide policy responses.
7. Assist Communications staff in the development of media releases, background papers, opinion pieces and other resources on policy topics for external stakeholders.
8. Represent the organisation at relevant forums as delegated by the CEO.

### What We Offer

* Opportunity to work in a disability accessible feminist organisation with a small team of people who are committed to improving the lives of women with disabilities.
* Flexible work hours and flexible work from home arrangements.

### Highly Desirable Skills

* An understanding of the relevant legislative frameworks that apply in the ACT and region.
* Disability Advocacy experience
* Experience in the ACT disability, housing, domestic violence, or health sector.

### Selection Criteria

* **Qualifications:** Relevant Tertiary or vocational qualifications (for example law, politics, public policy, public health, social science, social work etc).
* **Experience:** Demonstrated experience in researching and developing policy advice, position statements and submissions.
* **Organisational skills:** Ability to work effectively in a small team setting, meet deadlines and take direction, as well as ability to work independently.
* **Written and oral communication skills**: Strong communication and stakeholder management skills.
* **Initiative:** ability to solve problems and work with minimal supervision
* **High level Understanding** of gendered (intersectional) nature of disability issues in areas such as Housing, Domestic Violence, National Disability Insurance Scheme, Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability etc.
* **Commitment** to social justice and human rights.

To apply, please send your Response to Selection Criteria and a CV to Kat Reed at [ceo@wwdact.org.au](mailto:ceo@wwdact.org.au). **Applications close at midnight Wednesday 14th of July 2021**.

Please contact the WWDACT CEO via [ceo@wwdact.org.au](mailto:ceo@wwdact.org.au) or 0468 324 695 for more information.

1. Women includes girls and feminine identifying and non-binary people [↑](#footnote-ref-1)