Job Description

Position Title	**Manager Policy, Advocacy & Research**
Employment Benefits	Level 5 (SCHADS Award) Base Salary 11.5% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits
Hours of Work	30 hours per week (0.8 FTE)
Contract Period	Permanent
Responsible to	Chief Executive Officer

Volunteering WA

As the peak organisation for volunteering in WA, we are the leading voice for volunteers and Volunteer Involving Organisations (VIOs), working to strengthen the sector and promote the benefits of volunteering. Volunteering WA's mission is '*to empower people and communities to enrich Western Australia'*, and our vision is *'A society where everyone is inspired to make a difference'.*

The Position

This position addresses three of our strategic priorities in championing, collaborating and strengthening volunteering by being the trusted voice and expert adviser, championing the needs and interests for the sector, unearthing the latest trends, and sharing knowledge and information. The role is responsible for developing advocacy and policy positions to support volunteering in Western Australia. The Policy role works to address Volunteering WA's strategic priorities in consultation with our members and the volunteering community. This will be achieved by developing policies and advocacy campaigns, identifying emerging issues and trends, and undertaking government relations and stakeholder management.

Responsibilities

- Provide high level policy advice and analysis to the CEO and other stakeholders.
- Develop policy positions to support our strategic priorities in collaboration with stakeholders.
- Collaborate with the CEO to develop an Advocacy plan and a Government Relations plan.
- Respond to inquiries and prepare discussion papers as they relate to the volunteering sector.
- Represent VWA and the volunteering sector on committees.
- Prepare VWA's annual state budget submission and other relevant submissions.
- Prepare pre-election priorities on consultation with members and stakeholders.
- Support the advocacy work of the CEO and other stakeholders.
- Represent VWA in the national policy group and provide input into national policy submissions.
- Support VWA research committee, network and grants program.

- Establish and maintain relationships with relevant partners and collaborators to facilitate strategic engagement.
- Promotes and contributes to activities, events, and services of Volunteering WA.
- Undertakes other relevant responsibilities as required.

Selection Criteria

Essential	• Relevant tertiary qualifications. • Significant experience in strategic policy and advocacy. • Demonstrated strategic stakeholder engagement skills. • Strong analytical, conceptual and critical thinking skills. • Competence in the use of Microsoft Office suite and databases/CRMs. • Excellent planning and organisational skills with demonstrated ability to deliver on agreed goals. • Ability to work both independently and collaboratively as part of a team. • Demonstrated excellent written and interpersonal communication skills. • Energetic and highly motivated with the drive for continuous improvement.
Desirable	• Demonstrated understanding of the not-for-profit sector and volunteering issues. • Demonstrated understanding of relevant government policy and regulation. • Experience working in or with government in relevant policy and advocacy roles. • Strong research skills. • Experience working in a membership association. • Aligned with Volunteering WA's values – we are inclusive, innovative and operate with integrity.
Special Requirements	• Willing to travel within the Perth Metro area on occasion. • Availability to travel to regional areas on occasion. • A current and valid WA driver's licence.

Key relationships	Reporting structure
• Volunteering WA staff, members and potential members • Volunteer Involving Organisations (VIOs), volunteer resource centres and volunteers. • Relevant state and national peak bodies and organisations • All local, State and Federal Government agencies and officers • Volunteering WA project partners and service providers / suppliers	