

POSITION TITLE	Policy and Advocacy Manager
Function/Team	Policy and Impact Team
Location	Redfern, Sydney
Work Type	Full time - 2 Year contract (all JR roles are contract)
Remuneration	\$100 - \$120k (depending on experience)
Reports to	Director of Policy & Impact
Direct Reports	Nil
Date Created	February 2023

ORGANISATIONAL PURPOSE

Just Reinvest NSW (JRNSW) supports Aboriginal communities to explore and establish justice reinvestment initiatives and advocates for systemic changes that build safer and stronger communities.

Our goal is to reduce the number of Aboriginal and Torres Strait Islander peoples in contact with the criminal justice system in NSW; and

Our approach is to work alongside Aboriginal communities to find place-based, community-led and data driven solutions, such as local 'justice circuit breakers', with a particular focus on better outcomes for young people.

This place-based approach informs our broader policy and advocacy work. JRNSW currently partners with the Bourke, Moree and Moree communities and is guided by an Executive of Aboriginal and non-Aboriginal peoples. We are also supported by a diverse network of people and organisations across the corporate, government and not for profit sectors.

POSITION PURPOSE

The Policy and Advocacy Manager will contribute to the develop and deliver JRNSW s policy, advocacy, and campaigns in alignment with our strategic policy priorities. This position is a senior member of the Policy and Impact Team that strives to achieve reform at both a community and systems level in line with the purpose and objects of Just Reinvest NSW.

The role will develop and execute strategies that persuade key stakeholders (such as government, philanthropy, and other NGOs) to implement justice reinvestment strategies across Aboriginal communities in New South Wales. The Policy and Advocacy Manager does this through accurate and persuasive advocacy, underpinned by data, analysis, contextual awareness, and considerable stakeholder consultation.

The Policy and Advocacy Manager supports the Director, Policy and Impact, collaborates with the Communications Manager, and works alongside our community-based teams in Moree, Mt Druitt and Maranguka in Bourke. Externally, the Policy and Advocacy Manager will develop and maintain strong relationships with key decision-makers, the media and aligned organisations. .

POSITION RESPONSIBILITIES

Key responsibilities include but are not limited to:

1. Perform responsibilities to a high standard within agreed timelines and in line with the JRNSW vision, mission, and values.
2. Preparation of accurate and persuasive advice, underpinned by data, analysis, contextual awareness, and considerable stakeholder consultation
3. Preparation of briefings, policy papers, reports, and other materials on issues JRNSW is concerned/connected with and wishing to influence/educate specific audiences
4. Coordination of meetings, conferences, and discussions with strategic stakeholders
5. Grow and maintain the JRNSW network, public profile, and broader influence, including:
 - a. increase awareness and support for work within the Indigenous justice, health, and similar spaces
 - b. undertake consultation and provide advice to stakeholders and decision makers
 - c. coordinate meetings, conferences, and discussions with parties we are seeking to grow partnerships with or to influence/educate on the issues we are addressing and the action we are taking
 - d. identify opportunities for Just Reinvest Chief Executive Officer (and relevant team members) to attend presentations and key forums to build the profile JRNSW
6. Prepare briefings, speeches, and quality reports to both external & internal audiences
7. Develop and lead the advocacy strategy of JRNSW, including:
 - e. consult with community to identify and refine policy priorities
 - f. work with the Executive, using data, to align the priorities of the community with the strategic direction of the organization into a coordinated advocacy strategy
8. Contribute to the data and research needs of JRNSW, including:
 - a. commission research as needed for projects
 - b. gather data and analyse information
9. Contribute to the communications needs of JRNSW, including:
 - a. support the design and implementation of
 - b. support the preparation of written and oral communications materials
10. Contribute to whole of team responsibilities, including:
 - a. support funding opportunities
 - b. support professional development opportunities
 - c. participate in meetings and training
 - d. develop strong intra-office working relationships
 - e. event planning
 - f. information coordination between JRNSW team and Executive Team when required by CEO
 - g. secretariat support to the JRNSW team

KEY RELATIONSHIPS

Internal:

The successful candidate will also liaise closely with the Chief Executive Officer on key projects that often require presentation to our board, government department and donors. This position will work closely with and complements the Communications Manager in shaping the message and public advocacy profile of the organization. Project-based work will require collaboration with different team members across various locations such as Moree, Bourke, and Mount Druitt.

External:

A diverse range of external stakeholders, including project consultants, indigenous community members, government departments, Ministers and their staff, the media, and the JRNSW Executive Committee and members.

ESSENTIAL CRITERIA

- Knowledge and appreciation of the cultural and social needs of Aboriginal people including a commitment to Aboriginal self-determination, a demonstrated understanding of the justice system, its impacts on Aboriginal and Torres Strait Islander people and the need for community-led justice reinvestment initiatives alongside a continuing respect and support for Aboriginal cultural practices in dealing with community members and staff
- Ability to work independently, to apply sound judgment when dealing with matters and proven experience in managing projects and delivering outcomes within strict timeframes
- Outstanding written and verbal communication skills with strong attention to detail
- Self-motivated with ability to work with minimal supervision and ability to work as part of a team
- Significant experience working across all aspects of policy development
- Demonstrated experience building rapport, working with, and influencing others
- Proven skills in the implementation of projects and initiatives through well-considered and consultative planning
- A proven ability to develop and maintain professional relationships with good judgement across a broad and diverse range of internal and external stakeholders

DESIRABLE CRITERIA

- Masters level qualifications and/or equivalent professional experience at a senior level.
- Experience in the not-for-profit or related sector.
- Experience in state and/or federal Ministerial or Government Department office;
- Experience in Government Relations.
- Strong relationships within the Aboriginal community and the government sector; and



- Current valid unrestricted NSW Driver's licence and a willingness to drive in metropolitan and country locations, travel intrastate and stay overnight or longer.
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PERSONAL ATTRIBUTES

- A commitment to Aboriginal self-determination, community leadership and empowerment.
- An understanding and demonstration of the vision and values of Just Reinvest NSW.
- Carries out work and dealings in line with the company Values and Code of Conduct.
- Acts as a trusted member of community when meeting with Moree youth and elders.
- Maintains effectiveness during periods of change in work responsibilities or environment.
- Demonstrates proactive teamwork and collaboration with others.
- Confidentiality, kindness, and discretion when dealing with people across all levels within the organisation.

SPECIAL CONDITIONS

Identified Position

This position is not Identified; however, we strongly encourage Aboriginal/Torres Strait Islander people to apply.

Salary Sacrifice

At the time of advertising, JRNSW is deemed to be a Public Benevolent Institution. As a result, JRNSW currently offers the option of salary sacrificing a portion of an employee's salary (salary packaging). Salary packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently \$15,900 per FBT year), to be deducted from before tax salary. Salary sacrificing is dependent on the Employee's personal circumstances, JRNSW cannot provide financial advice.

Flexibility

This role will allow for a Working from Home provision within company, risk, and safety guidelines.

Travel

Travel within Australia is required for this role.

All applications to hr@justreinvest.org.au

Applications close 31 March 2023