



## Job and Person Specification

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<b>Title of Position:</b>	Policy and Communications Manager
<b>Classification:</b>	Level 7.1 (\$42.47)
<b>Location:</b>	Mile End
<b>Reports To:</b>	Coalition Executive Committee
<b>Job Status:</b>	Initial Full time for 3 months then .6 FTE (Mon – Fri)

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### ***Organisational Context***

The Coalition of Women's Domestic Violence Services of South Australia (CWDVSSA or Coalition) is a South Australian Peak Body lobbying and advocating for the elimination of violence against women and their children. Membership consists of non-government organisations working to end violence against women and their children. The Coalition maintains that all people have an essential human right to respect, safety and self-determination.

***Our Vision*** is for a society free of violence for women and their children

To fulfil this, we aim:

- To achieve improved options and outcomes for women and their children affected by domestic or family violence by representing their interests to Government, the general community, funding bodies, politicians, parliaments, the media and other relevant organisations.
- To promote community awareness of violence against women and their children and its personal and social consequences
- To promote collaborative relationships between members
- To ensure a viable and credible organisation representing members
- To do all such other things as may be incidental to the attainment of such objectives

### ***Organisational Values***

Right to Safety, Access and Equity, Self-Determination, Commitment to Collaboration, Accountability

### ***Organisational Goals***

Build, Influence, Connect, Governance, Capacity, Capability

### ***Position Specifications***

Hours and Basis of Employment: .6 FTE (Mon – Fri) The Coalition is committed to flexible working arrangements. The FTE and span of hours for this position can be negotiated.

Initially, the position will be fulltime for the first 3 months to establish contacts and develop the role after which it will move to its substantive position of .6 FTE.

Tenure: 12 month contract with a 6 month probationary period.

Salary sacrificing arrangements offered within ATO guidelines.

Reporting Manager: The Policy & Communications Manager will report to the Executive Committee of the Coalition (the Executive).

Km reimbursement rate .78c

### ***Accountability***

The Policy and Communications Manager is employed by WSSSA through sub contractual arrangements with the Coalition, however is accountable to the Executive.

Whilst this person is accountable to the Coalition, the Coalition delegates the authority for the management of this position is to the Executive.

The Policy and Communications Manager must be available for Executive and Coalition meetings as scheduled.

### ***Position Summary***

The Policy and Communications Manager will support the Coalition to deliver their aims and objectives.

The Coalition is funded to provide policy advice, advocacy services and representation to Government and provides a network to DV related services in South Australia.

## **Position Description**

The Policy and Communications Manager will complete tasks in the following areas:

1. Policy and Submission Writing and Analysis

The Policy and Communications Manager will provide support to the Coalition to deliver the aims and objectives of the Coalition.

On a day-to-day basis, the Policy and Communications Manager will be responsible for drafting policy documents, policy analysis, providing advice to the Executive, first drafts for submissions, funding proposals and undertaking tasks as directed by the Executive. The Policy and Communications Manager will also assist with advocacy and achieving Coalition deliverables. Regular activities include liaising with Coalition members and other relevant people, and supporting the Coalition's social media activities.

2. Responsible for Supporting, Developing and Maintaining the Coalitions Social Media and Website.

3. Advocacy, Networking, Liaison and Consultation

- Consult with members and other stakeholders to develop policy or advocacy positions
- Work collaboratively with members and other stakeholders to develop and refine policy and undertake projects
- Develop advocacy strategies in support of the Executive
- Represent the Coalition and our members on advisory groups and or meetings appropriate to Executive strategic directions
- Collaborate with key partners in joint policy development and advocacy

4. Project and Program Support

- Contribute to the design and development of project proposals in line with the Coalition's strategic directions
- Seek funding opportunities and coordinate funding applications where necessary
- Provide advice and support for specific Coalition projects as required

5. Key Selection Criteria

Essential

- Tertiary qualifications in a relevant discipline (eg, public policy, community development) or equivalent experience in the public or community sector.
- A comprehensive understanding of the determinants, dynamics and impact of family violence and violence against women and their children more broadly.
- Well developed analytical skills and problem solving skills including the ability to assess and critically evaluate information and research and prepare policy briefs and background analyses based on consultations, published data and research.

- Demonstrated experience in writing high quality communications for a variety of audiences.
- Excellent verbal and interpersonal communications skills, including presentation and group facilitation skills.
- Ability to manage own workload and competing demands.
- Ability to work independently and flexibly as well as cooperatively as part of a team.
- A commitment to the values of respect, equality and integrity and an interest in building a world where women and children can live fulfilled lives, free from violence and fear.
- A high-level understanding of the gendered nature of violence against women in the community.
- An understanding of social identities and social inequalities and how they impact women.
- An appreciation of feminist frameworks and application of public policy to women, particularly women from marginalised backgrounds.
- An understanding of all diversity as it relates to women including cultural diversity.

#### Desirables

- Experience working in the family violence field and or sexual assault field and an understanding of family violence practice
- Experience in a peak body setting
- Knowledge of South Australian and federal policy and law informing responses to family violence
- Knowledge of political and legislative processes

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#### **SPECIAL CONDITIONS**

- Current full Driver's License and willing to drive
  - Intrastate travel will be required
  - A current DHS Child-Related Employment Screening, with a minimum of seven months until the expiry date, and National Criminal History Check are both required
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**ACKNOWLEDGEMENT**

I ACKNOWLEDGE that I have read and understand the responsibilities and expectations as set out in this document.

Signed by Employee: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Date: / /

Signed by Director of Services: \_\_\_\_\_

Date: / /