

POSITION DESCRIPTION

As at June 2025

TITLE: Policy and Advocacy Manager

LOCATION: Our Community House, North Melbourne (hybrid work arrangements available)

EMPLOYMENT TYPE: 1.0 FTE with flexible working arrangements available.

Please note that the Policy and Advocacy Manager is required to attend occasional overnight camps and after-hours meetings from time to time.

CLASSIFICATION: SCHADS Level 6

REMUNERATION: \$106,389.92 - \$111,092.80 per annum plus 12% superannuation (FTE), negotiable based on skills and experience.

ROLE OVERVIEW

Reporting to the CEO, the Policy and Advocacy Manager is responsible for leading a small team to develop policy positions, advocacy campaigns, submission responses, and drive development of strategic sector partnerships.

This role works collaboratively with the Student Executive Advisory Committee (Executive Committee) to support their advocacy work at VicSRC, including co-designing and delivering Congress – VicSRC's annual student-led event that informs its ongoing advocacy priorities.

The Policy and Advocacy Manager will conduct research and work with the Executive Committee to develop policy positions that support VicSRC's advocacy priorities, and seek to further the organisation's advocacy goals. The Policy and Advocacy Manager is a key member of the management team and will work closely with the CEO and the Programs Manager to drive forward VicSRC's policy agenda to elevate student voice in every aspect of education.

In addition, this role will provide strategic advice to the CEO on advocacy and communications strategies to ensure VicSRC maintains a strong and positive public profile on issues related to education policy and student voice in Victoria, with the view to growing the organisation's influence and reach over time.

KEY RESPONSIBILITIES

Leadership and Team Management

- Provide leadership and guidance to direct reports, volunteers and student interns as required, including:
 - End-to-end recruitment and on-boarding,
 - Regular supervision of staff and volunteers, including the development and monitoring of work plans and annual appraisals,
 - Coordination of team meetings and professional development for staff.
- Provide support to the Student Executive Advisory Committee, including mentoring, guidance and the development of shared resources to support them to effectively advocate for their identified priorities.

Research and Policy Development

- Undertake research to support VicSRC's advocacy priorities and provide a sound evidence-base for VicSRC's policy positions.
- Develop policy positions and responses (for example papers, submissions, strategic briefings) to government which have been informed by the Student Executive Advisory Committee and aligns with VicSRC's policy priorities.

- Resource the Student Executive Advisory Committee, Student Ambassadors and VicSRC partner schools with policy analysis and background information relevant to VicSRC's policy priorities.
- Coordinate and convene policy networks and other consultation mechanisms such as forums, surveys and roundtables, to ensure the views of the Student Executive Advisory Committee, VicSRC Ambassadors and the Victorian student community are represented in VicSRC's policy responses and research work, and collective voice is leveraged for advocacy.

Communications and Advocacy

- In partnership with the Student Executive Advisory Committee, oversee the coordination and delivery of Congress, VicSRC's annual major advocacy event, to engage with a diverse range of students and advance VicSRC's advocacy priorities.
- Identify, research, and recommend new communications approaches or opportunities in line with VicSRC's Strategic Plan.
- Oversee the creation of high-quality content and collateral to promote VicSRC's programs, events, and advocacy, including EDMs, social media content, website content and media articles.
- Overseeing the development of a content strategy to grow student engagement.
- Overseeing the creation and maintenance of a high quality, engaging website and social media presence.
- In partnership with the Student Executive Advisory Committee and the CEO, develop, implement, and maintain an advocacy campaign designed to socialise and prosecute VicSRC's advocacy objectives according to its Policy Platform.
- Provide strategic advice to the Student Executive Advisory Committee and the CEO on relevant advocacy opportunities and initiatives and coordinate delivery where appropriate.

Media Engagement

- Lead VicSRC's media strategy with support from the Chief Executive Officer, including:
 - Develop and maintain appropriate relationships with media professionals.
 - Drive VicSRC's engagement with media.
 - Prepare VicSRC media representatives.
- Provide strategic advice to the Student Executive Advisory Committee and the CEO on relevant media opportunities and initiatives and coordinate delivery where appropriate.

Stakeholder Management and Relationships

- Represent VicSRC and its purpose, programs, and services in a strong and positive light, and support the Student Executive Advisory Committee to do the same.
- Secure and maintain strong relationships with government representatives and key government agencies to advance and advocate for the interests of Victorian students.
- Maintain positive relationships with stakeholders across the Victorian youth and education sectors, collaborating on joint initiatives and leveraging collective advocacy opportunities.
- Maintain collaborative working relationships with the VicSRC management team to support delivery of the organisations Strategic Goals.

You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.

Supervision, Reporting and Accountability

This role reports to the CEO. This role has two direct reports.

Qualifications

Policy, advocacy, communications, media or other relevant degree qualification.

Experience

Minimum 3 years' experience in a similar role and/or field.