

Position Description: Policy Lead

ACD Position Description

Position title: Policy Lead

Status: 12-month fixed term. Part-time to full-time (negotiable)

Position reports to: CEO

Location: Hybrid – Work from home and in office in Surrey Hills

About ACD

ACD is the leading advocacy service for children with disability and their families in Victoria. We are a not-for-profit organisation led by and for families of children with disability.

For over 40 years we have been advocating to improve the lives of children with disability and their families. We focus on families raising children with any disability or developmental delay from birth to 18.

Our vision is an inclusive community where children with disability and their families thrive.

We work by:

- Empowering families
- Building inclusive practice
- Advocating to advance the rights of children with disability.

Position Summary

The Policy Lead provides leadership on policy, family engagement and systemic advocacy. The role works in close collaboration with the CEO and the Leadership Team.

The role includes identifying and pursuing advocacy on existing and emerging issues for children with disability and their families, leading family engagement and supporting government engagement.

The Policy Lead is responsible for researching and writing submissions, managing relationships with key stakeholders, and ensuring policy and advocacy work amplifies the voices of families and children with disability, based on evidence and a rights framework.

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Key Responsibilities

- Research and write compelling, clear and concise submissions, issues papers and election platforms that capture the experience of families and are also informed by data, relevant research and a rights-based approach.
- Lead opportunities for families to participate in systemic advocacy including committees, focus groups, surveys and polls, interviews, roundtables, and meetings with MPs and Ministers. Produce snapshots summarising families' viewpoints.
- Develop and implement opportunities for children with disability to have their say on issues that are important to them.
- Support ACD government engagement, including providing policy briefs, attending meetings, developing detailed understanding of government stakeholders and building relationships.
- Collaborate with researchers and others in the social sector to strengthen policy development and advocacy actions, including representing ACD in policy and advocacy networks.
- Ensure the voices of children with disability and their families are heard.
- Monitor and report on impact of systemic advocacy. Set and meet targets and deadlines.
- Participate in team meetings, supervision and professional development as required.

Key Selection Criteria

1. Demonstrated experience in systemic advocacy. This includes writing submissions, engaging with key stakeholders, and reporting against impact measures.
2. Excellent research and writing skills and ability to produce compelling, clear and concise submissions and papers.
3. Significant understanding of the issues facing children with disability and their families, particularly relating to education and the NDIS.
4. Demonstrated skills and capacity to engage with families and children with disability.
5. Excellent organisational skills and initiative.
6. Tertiary qualification in social sciences or related field and demonstrated research and data analysis skills.
7. Desirable - lived experience as a person with disability or experience as a family member of a child with disability. People who identify as Aboriginal and Torres Strait Islanders or from a culturally diverse background are encouraged to apply.

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General Requirements

- Behave in a way that is consistent with ACD being a child safe organisation. Where the rights of children are protected and promoted, and the culture of Aboriginal children and families is valued. Successful child safety screening and assessment, including Police Record Check, Working with Children Check and referee checks.
- Demonstrate a commitment to ACD's vision and mission.
- Comply with the ACD Code of Conduct and policies and procedures.
- Other reasonable duties as requested.
- Right to work in Australia.
- Note: Our office is located on the first floor and has ramp and lift access. An accessible bathroom with hoist is available.

I have read the above Position Description and agree with the requirements of the position.

Signature

Name

Date