

International Policy and Advocacy Advisor Position Description

Reporting to:	Executive Group Director, International Programs	Work location:	Melbourne, Sydney or Canberra
Department:	International Programs	Budget holder:	No
Team:	IP	Direct reports:	NIL

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

The role of the International Policy and Advocacy Advisor is to lead Save the Children Australia's (SCA) humanitarian and development advocacy work, with a view to influencing the policy and practice of the Australian government and relevant international institutions.

The International Policy and Advocacy Advisor will have a solid understanding of development and humanitarian issues, and will be responsible for driving the organisation's advocacy on humanitarian effectiveness, protecting children in conflict, the impact of climate change on conflict, and education in emergencies. This role will develop strategic policy and advocacy products, as well as engage in direct lobbying, to engage and influence key stakeholders including the Australian Government, the media and broader Australian community to ensure that children's needs are heard and met.

Currently, this role has particular focus on SCA's priority crisis settings, including Syria, Myanmar, Yemen and Afghanistan. It will also have responsibility in undertaking advocacy on repatriation of Australian children from North East Syria, increasing Australia's defence weapons exports transparency, and reforms to improve Australia's sanctions measures as a means to protect and promote the rights of children.

Here your skills will be valued

Role requirements

Policy and Advocacy

- Identify, analyse and communicate key humanitarian and development policy issues pertaining to agreed focus areas; and identify and capitalise upon opportunities at the national and international level.
- Produce high quality and strategic policy and advocacy products (letters, research reports, policy briefs and other), targeting the Australian government or other stakeholders as necessary, with a view to achieving positive change for children in humanitarian emergencies, including through increased media coverage.
- Supporting the development and review of long term advocacy planning and leading on execution as it relates to humanitarian policy.
- Provide guidance and advice to senior staff members as necessary on key developments in humanitarian policy.
- Engage with relevant advocacy targets (through lobby meetings, briefings and other) so as to persuasively convey key messages related to children in emergencies.
- Lead or contribute to the development of SCA submissions for inquiries or consultations, targeting the Australian government or at the request of Save the Children International (SCI).
- With support from the media team, input into opinion pieces and press releases in line with agreed advocacy messages to promote the organisation's policy positions on children in

emergencies. As required, act as a SCA media spokesperson for print, radio and TV on humanitarian advocacy as it relates to children affected by emergencies.

Representation and Stakeholder Engagement

- Represent SCA, and contribute to policy dialogue, with high-level stakeholders including MPs, DFAT, ACFID and other government and non-government actors.
- Cultivate relationships with other NGOs and diaspora groups to ensure that SCA's priorities and that of the broader development and humanitarian sector are advanced.
- Where strategic, participate in working groups and at appropriate forums to advance the organisation's policy and research work.
- Participate in and contribute to relevant SCI humanitarian advocacy forums and report back as necessary on relevant issues to SCA staff.
- Provide strategic input and advice to, where required, relevant initiatives of the ACFID humanitarian reference group or other ACFID working groups in order to enhance the impact and effectiveness of the Australian NGO sector's development, humanitarian policy and advocacy efforts.
- Engage with relevant Save the Children offices on development and humanitarian issues, including advocacy offices in Geneva and New York, relevant regional offices, especially the Asia Regional Office and Middle East Regional Office, and country offices in areas affected by humanitarian crises.

Research

- In line with Save the Children's 2022-24 Strategy, identify research projects, conduct research and author research reports.
- Work with others to identify funding opportunities for new research projects, and contingent upon funding, commission and manage research projects.
- Input and review development and humanitarian policy and advocacy research products developed by Save the Children International or other Members, and other partners as relevant.

Health, safety, security and risk management

- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace.
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Highly developed policy analysis skills, including the ability to analyse complex policy issues and adapt for a variety of audiences.
- Strong advocacy skills, including the ability to develop strategies to influence change, identifying opportunities to advance SCA's development and humanitarian advocacy priorities.
- Excellent written and expressive communication skills, including the ability to adapt writing style for a range of audiences and products including government submissions, internal policy briefs and media.
Ability to network and build relationships with a diverse range of stakeholders.
- A high-level understanding of government, including policy development and experience in political lobbying and relationship management.
- Strong research skills, including ability to conduct rigorous field research with stakeholders ranging from community leaders, children and young people, to local and international NGO partners, UN agencies and various levels of government.

Desirable knowledge or experience

- Experience working on humanitarian and development issues.
- A background in protection of children in conflict settings would be advantageous, however, it is not a key requirement.

Required qualifications and/or accreditations

- Higher degree in international relations, development, politics, media, law or a related topic.

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence:	Not required	Travel:	Required
Working with Children Check:	Required	Assets:	Laptop, mobile phone