



## CREATE Foundation Role Profile

<b>Position title:</b>	Project and Advocacy Lead – QLD
<b>Location:</b>	Brisbane, Queensland
<b>Reports to:</b>	National Advocacy Manager
<b>Salary Range:</b>	SCHADS 5.1 plus superannuation and salary sacrificing
<b>Term:</b>	18 months Fixed Term
<b>Hours:</b>	Full time (38 hours per week)

## Position Statement

### Primary purpose of the role

To fulfil CREATE's strategic objectives by supporting the facilitation of the voice of children and young people in effective systems advocacy that influences public policy and improves outcomes for children and young people with a care experience.

### Position context and specific job requirements

- Work effectively in a small team in a fast-paced environment, with many competing deadlines. This includes working in a multi-disciplinary state team context, as well as being part of a remote national advocacy team.
- Assist in collecting insights from children and young people in a trauma informed way. This includes conducting interviews and co-facilitating design workshops, policy roundtables, meetings and other small group sessions with children and young people to hear and document their voices.
- Review literature, service and research data, policy documents and practice frameworks relevant to out-of-home care and related sectors.
- Use these multiple sources of information to develop CREATE's consultations, policy submissions, briefing papers, media statements and other advocacy products.
- Prepare quality/accurate reports utilising CREATE's established templates and Style Guide.
- Contribute to the organisation's policy and consultation agenda and assist the process as outlined in the specific project plan and /or individual work plans.
- Progress designated projects, ensuring delivery of milestones, reports, toolkits, practice guides and other deliverables, and ensure information and updates are captured to inform reporting requirements for funders and the CREATE Board.
- Maintain a comprehensive understanding of issues and trends in the out-of-home care sector.
- Conduct monitoring of media coverage and sector developments in state.

- Assist in the promotion of CREATE's advocacy position to key stakeholders. This includes developing and maintain relationships with sector and government stakeholders, attending meetings on behalf of CREATE and supporting CREATE's executive to engage in stakeholder meetings e.g. preparing meeting briefs and talking points.
- Assist in the implementation of policy, research and advocacy initiatives.
- Engage in the National Experience to Action Board (Youth) as directed.
- Facilitate, manage and coordinate governance groups (where required) of young people and or stakeholders in line with advocacy initiatives.
- Conduct analysis of themes arising from Youth Advisory Groups and other programs, and draft summaries of these to share with young people, teams across CREATE, and government and sector stakeholders.
- Engage with CREATE's Marketing and Communications team to supply relevant content for media engagement, social media posts, magazine development, blog posts, newsletters and Advocacy wrap-ups.
- Contribute to national advocacy and priorities as needed. Support other state advocacy as needed, in line with CREATE's priorities.
- Contribute to All Staff advocacy forums and presentations as needed. Support maintenance of CREATE's Advocacy and Research Hub.
- Other tasks as directed.

## Position Specifications

### Key Result Areas

1. Work effectively in a small team, in a fast-paced environment with competing priorities to communicate CREATE's advocacy and policy position internally and externally.
2. Actively contribute to CREATE's research and policy initiatives.
3. Appropriately collect information from children and young people, and/or the OOHC sector to inform CREATE's consultations and policy platform. This includes conducting interviews and participating in meetings or small groups with children and young people to hear and document their voices.
4. Demonstrated strong commitment to CREATE's core principles, and adherence to the National Child Safe Standards.
5. Demonstrated ability to work in culturally appropriate ways with young people and stakeholders.
6. Prepare quality/accurate reports utilising CREATE's established templates and Style Guide.
7. Prepare or assist in developing submissions, briefing papers and correspondence and meet stated deadlines.
8. Facilitate, manage and coordinate projects and governance groups (where required) of young people and or stakeholders in line with advocacy initiatives.

## **Direct Reporting Relationships**

This position reports to the National Advocacy Manager.

## **Key Relationships**

### *Internal*

- a) CEO
- b) National Advocacy Manager
- c) Other Advocacy Leads
- d) Policy and Advocacy Officer
- e) State teams
- f) Marketing and Communications team

### *External*

- a) Young people with a care experience
- b) Out-of-home care sector peak bodies
- c) Aboriginal Community-Controlled organisations
- d) OOHC service providers
- e) Government officials
- f) Non-government service providers
- g) Oversight bodies including Commissioners and Advocates.

## **Organisational Citizenship and teamwork**

- Demonstrate an active commitment to CREATE Foundation's mission, vision and core principles.
- Act in the interests of CREATE by understanding, representing and supporting the organisation's vision and organisational position positively to all stakeholders, both internal and external.
- Act with a high level of integrity, including liaising with stakeholders in a professional, respectful and constructive manner and protecting the privacy and confidentiality of information as required by law and policy.
- Participate in, and assist in the development of, national CREATE initiatives, projects and events.

## **Key challenges of the role**

- Promoting and advocating the rights of children and young people and facilitating their voice in policy development whilst being predominantly funded by the government sector.
- Various competing timelines and demands.
- Frequently changing environment.

## Selection Criteria

All applicants need to respond to the selection criteria in full. Aptitude testing may be conducted following interview.

1. Possess a minimum of a Bachelor Degree in Human Services / Psychology / Sociology / Social Science or a related discipline coupled with at least 3 years' experience in a policy or research environment. Demonstrated knowledge of the out-of-home care sector (child protection) in Australia and ability to be an effective systemic advocate and adhere to the National Child Safe Standards.
2. Demonstrated understanding of the nexus between policy and research and well-developed understanding of consultation processes. Experience in interviewing and engaging children and young people in activities such as forums, consultations, and research in a culturally safe and trauma informed manner.
3. Strong policy, research and writing skills. Demonstrated ability to prepare high-quality written materials including reports, briefing papers, correspondence, proposals, frameworks, guides and submissions and ability to meet deadlines and prioritise busy workload.
4. Demonstrated ability to communicate meaningfully, effectively and respectfully in a variety of contexts and methods, including verbal and written communication, and adjusting communication to the audience. e.g. preparing formal submissions and correspondence for government, and being able to translate complex issues for children and young people with a care experience. This includes age appropriate and culturally sensitive communication.
5. Strong interpersonal skills with proven ability to develop and maintain strong networks with key stakeholders. High level of skill in working in a multi-disciplinary team and contributing meaningfully to discussions/debates. High level of skill in problem solving with a solution focus.
6. Highly organised and highly effective time management and project management skills. Ability to prioritise a busy workload and meet project deadlines. High level of computer literacy in Microsoft Office suite.
7. Ability to work autonomously and proactively, coupled with an ability to work as a productive member of the team.
8. Demonstrated ability to work in a cross-cultural context, and ability to work respectfully with Aboriginal and Torres Strait Islander peoples.
9. Ability to work within the National Child Safe Standards.
10. Successful Security Check per state requirements (for example Police Check and Working with children card / Blue Card) and must comply with Government and/or health directives in each state jurisdiction.
11. All applicants must be eligible to work in Australia. A copy of Proof of Citizenship or Permanent Residency status will be required.