



## CREATE Foundation Role Profile

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|------------------------|-------------------------------------------------------|
| <b>Position title:</b> | Advocacy Lead – NT                                    |
| <b>Location:</b>       | CREATE Foundation office, Darwin, Northern Territory  |
| <b>Reports to:</b>     | National Advocacy Director                            |
| <b>Salary Range:</b>   | SCHADS 5.1 plus superannuation and salary sacrificing |
| <b>Term:</b>           | Fixed term up to 31 <sup>st</sup> December 2026       |
| <b>Hours:</b>          | Part time, 0.6 FTE (22.8 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 as part of the national advocacy team in a fast-paced environment, with many competing deadlines. This includes being located and working with the multi-disciplinary state or territory team for the jurisdiction where you lead advocacy.
- Assist in collecting insights from children and young people in a trauma informed way. This includes leading the design of lines of inquiry with children and young people, 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.
- Maintain a comprehensive understanding of issues and trends in the out-of-home care, child protection sector, alongside child rights and child participation.
- 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, collect insights 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 OOH 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 embed cultural appropriate 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 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 Director.

## **Key Relationships**

### *Internal*

- a) CEO
- b) National Advocacy Director
- c) Other Advocacy Leads
- d) State teams
- e) 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. **Policy, system design and advocacy skills-** Proven experience and expertise in policy, system design, lived experience design and participation with a relevant bachelor's degree and at least 3 years' experience in a policy, system reform or research environment. Understanding of the available levers for system change, and proven ability to influence and contribute meaningfully to reform directions, navigate complexity and cohesive strategies for change. The ability to be an effective system advocate.
2. **System and sector knowledge** - Demonstrated knowledge of child rights, child protection and out-of-home care systems and sectors in Australia. Experience working at state or territory levels with sector partners, knowledge of the legislative and service frameworks, and relationships across the sector and peak body partners.
3. **Participation and consultation expertise-** Demonstrated and well-developed understanding of the nexus between policy, research and designing child participation and consultation processes. Experience in interviewing and engaging children and young people in meaningful activities such as forums, high profile and child led governance arrangements in a culturally safe and trauma informed way. Demonstrated competence in recording, synthesising and analysis of child voice, consultation and participation insights, ability to translate insights and perspectives into formal submissions and correspondence for senior stakeholders.
4. **Communication skills** - Demonstrated experience and competency communicating meaningfully, effectively and respectfully in a variety of contexts and methods tailored to the audience, including verbal and written communication, strong policy, research and writing skills. Ability to translate complex issues for children and young people with a care experience, applying age appropriate, trauma informed and culturally sensitive communication. Demonstrated ability to prepare high-quality written materials including policy submissions, briefing documents and advocacy materials; reports, briefing papers, correspondence, proposals, frameworks, guides.
5. **Partnerships, influencing and advocacy capability** Strong interpersonal skills with proven ability to develop and maintain strong networks and working partnerships with key stakeholders, experienced at navigating complexity, applying a high level of problem solving with a solutions focus. High level of skill in working collaboratively in a multi-disciplinary team and with diverse teams and stakeholders, contributing meaningfully to discussions, learning, strategy, and planning.
6. **Leadership and self-management** Demonstrated leadership capability, strategic thinking and sound professional judgement. Ability to work calmly in a fast-paced and dynamic environment, confidently manage competing priorities and meet project deadlines. Work autonomously and proactively to a high standard to achieve advocacy goals, coupled with an ability to work collaboratively as a productive member of the national advocacy team, and across the CREATE Foundation operational and program teams.
7. **Safe and inclusive practice approach** - Demonstrated understanding and commitment to child-safe principles, human rights, inclusive practices and child participation models, experience working with and applying these systems and frameworks across contexts. Ability to work in line with the National Principles for Child Safe Organisations. Demonstrated deep respect for First Nations leaders, organisations and communities, and experience working respectfully with

Aboriginal and Torres Strait Islander peoples. Demonstrated ability to work in a cross-cultural context, with children and young people of all abilities, LGBTIQ+ communities.

Other requirements of the role.

8. Successful Security Check per state requirements (for example Working with Children Check) and must comply with Government and/or health directives in each state jurisdiction.
9. All applicants need to be eligible to work in Australia. A copy of Proof of Citizenship or Permanent Residency status will be required.
10. Minimum bachelor degree qualification in relevant discipline. A copy of Proof of qualification will be required.
11. High level of computer literacy in Microsoft Office suite.

Please contact Jen Hyatt, National Advocacy Director via email [jen.hyatt@create.org.au](mailto:jen.hyatt@create.org.au) or via LinkedIn [www.linkedin.com/in/jenhyatt](https://www.linkedin.com/in/jenhyatt) if you require any further information about this exciting leadership opportunity.