# Job Description

# **Senior Policy and Partnership Officer**

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities, and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation, or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

## **About the strengthening community alliance**

The Strengthening Communities Alliance is a network of organisations committed to creating positive social change by taking a place-based community-led approach to supporting the systemic drivers of wellbeing and equity in communities.

We are actively catalysing place-based responses through funding and capability building of ‘backbones’ in communities and are committed to leading transformational change in the systems that are needed to enable place-based work to flourish.

The purpose of this Alliance is to shape the investment and infrastructure supporting place-based work to affect positive social change. This will be achieved through the collaboration of influential stakeholders working together with common principles and objectives and a shared vision where place-based responses are delivered in all communities affected by disadvantage.

Our role is also to play a part in maintaining the integrity of this vision whilst recognizing that the national movement scaling place-based approaches has many and varied forms of leadership within and beyond what we are working for.

# **ABOUT THE ROLE**

This role is responsible for supporting the Strengthening Communities Alliance to deliver on its objectives by providing coordination, strategic advice, stakeholder management and policy support to the Alliance’s core leadership group. This will primarily involve driving the Alliance’s work plan, coordination of communication, activities, and materials to support Alliance meetings and building, coordinating, and tracking stakeholder engagement and ‘movement building’. It will also involve monitoring social policy trends in relation to place-based work, providing strategic advice to the Alliance members, conducting consultations, drafting submissions, and writing position papers to assist the Alliance in advancing its objectives. Whilst the role is employed and supported by Uniting, the role works on behalf of Alliance members which include Key Assets Australia, United Way, Mission Australia, The Smith Family, 54 Reasons, Jesuit Social Services and BaptistCare.

**ROLE KEY ACCOUNTABILITIES:**

**Coordination of the Alliance**

* Maintain a database of stakeholders relevant to the Alliance’s work.
* Provide a central communication point for the Alliance members and new potential members, responding to enquiries and communicating about meetings and events.
* Coordinate Alliance meetings including preparing agendas, coordinating attendance, taking minutes, and coordinating papers and supporting activities.
* Lead the development of funding proposals and successfully pursue funding opportunities for the Alliance.

**Stakeholder engagement and relationship management**

* Drive the work and strategy of the Alliance, identifying opportunities to influence, build relationships and ‘movements’ to advance the objectives of the group.
* Work with the Alliance leadership group to manage stakeholder engagement activities and other events, including planning, development, implementation, monitoring and evaluation.
* Establish and maintain effective relationships with key organisations including federal and state governments, and organisations involved the place-based change ecosystem, including in the establishment of the Nexus Centre.

**Policy analysis and development**

* Keep abreast of the external policy and stakeholder landscape in relation to place-based change and provide updates and briefings to the Alliance’s core leadership group.
* Provide strategic advice and contribute to the analysis of complex research, policy and advocacy issues specific to the Alliance’s work.
* Conduct consultation with the wider Alliance membership to gather insights about latest trends and practices in relation to place based change.
* Undertake desk top research to gather insights about latest trends and practices in relation to place based change.

# **About you in the role**

**Your directorate:**  Social Impact and Advocacy

**You’ll report to: Head of Social Innovation**

# **YOUR KEY CAPABILITIES**

**Social Policy**

* Understanding of the principles of place-based change and surrounding policy and program context
* Analytical skills in social policy
* Excellent verbal and written communication skills and the ability to present information persuasively.

**Coordination and communication**

* Excellent interpersonal skills and capacity to work autonomously and with a wide range of stakeholders.
* Capacity to manage competing priorities and meet tight deadlines.
* Excellent organisational skills and attention to detail
* Experience of writing pitches and submissions for funding (desirable)

**Strategy and relationships**

* Ability to proactively build and nurture strategic relationships.
* Exceptional stakeholder management experience preferably across corporate, government, community and/or academic sectors
* Ability to translate strategy into actionable work plans and projects and bring others along with this.
* Experience working in non-traditional structures such as collectives (desirable)

**Individual leadership**

* Owning the job - Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
* Perseverance - Remains committed to completing the job in the face of obstacles and barriers.
* Timeliness of work - Sets achievable timeframes and works to complete projects, tasks and duties on time.

# **QUALIFICATIONS & EXPERIENCE**

**Qualifications:**

Tertiary/Bachelor qualification in a relevant business field or equivalent experience

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | Click here to enter text. | **Manager’s Name:****Title** | Click here to enter text.Click here to enter text. |
| **Date:** | Click here to enter text. | **Date:** |  |
| **Signature:** |  | **Signature:** |  |