

Position Title	Policy Officer
Employment Benefits	Level 5.1 (SCHADS) 9.5% employer superannuation contribution 5 week leave entitlement pro rata PBI salary packaging benefits
Hours of Work	15 hours per week
Responsible to	Chief Executive Officer

About us:

Volunteering WA's mission is *'to lead, advance and celebrate volunteering in WA'*, and our vision is *'for every Western Australian to enjoy (valued) volunteering experiences that enrich our state'*. As the peak organisation for volunteering in WA, we are the leading voice for volunteers and volunteer-involving organisations, working to strengthen the sector and promote the benefits of volunteering. Volunteering WA supports volunteering across all areas, providing resources for community organisations across the state, whether they work in sport and recreation, the environment, emergency services, aged care, health and disability services, and many other areas.

The Position:

The Policy Officer is responsible for developing advocacy and policy positions to support volunteering in Western Australia. The Policy Officer will work to address Volunteering WA's strategic priorities in consultation with our members and the volunteering community. This will be achieved by developing policies and advocacy campaigns, identifying emerging issues and trends, and undertaking government relations and stakeholder management.

Duties:

- Provide high level policy advice and analysis to the CEO and other stakeholders
- Develop policy positions to support our strategic priorities in collaboration with stakeholders
- Collaborate with the CEO to develop an Advocacy plan and a Government Relations plan
- Respond to inquiries and discussion papers as they relate to the volunteering sector
- Represent Volunteering WA and volunteering sector on committees
- Prepare VWA's annual state budget submission and other relevant submissions
- Prepare pre-election priorities on consultation with members and stakeholders
- Support the advocacy work of the CEO and other stakeholders
- Provide input into national policy submissions
- Establish and maintain relationships with relevant partners and collaborators to facilitate strategic stakeholder engagement
- Other relevant duties as required.

Key relationships:

- All Volunteering WA staff and volunteers
- Existing members
- Potential members, especially key VIOs and VRCs
- Relevant WA peak bodies and statewide organisations
- WA State Government and Federal Government
- Volunteering WA project partners
- Volunteering Australia and other State volunteering peaks

SELECTION CRITERIA:

ESSENTIAL	<ul style="list-style-type: none"> • Relevant tertiary qualifications • Demonstrated knowledge of, and experience in, strategic policy and advocacy and/or research work • Demonstrated strategic stakeholder engagement skills • Strong analytical, conceptual and critical thinking skills • Excellent written and interpersonal communication skills • Experience in the not-for-profit and government sectors • Excellent organisation skills with strong attention to detail • Energetic, highly motivated with the drive for continuous improvement • Alignment with the values and mission of Volunteering WA
DESIRABLE	<ul style="list-style-type: none"> • Demonstrated understanding of the not for profit sector and volunteering issues • Demonstrated understanding of relevant government policy and regulation • Experience working in or with government in relevant policy and advocacy roles • Strong research skills • Experience working in a membership association • Relevant tertiary qualifications • Align with VWA's values – we are inclusive, innovative and operate with integrity
Other Personal Attributes	<p>Other personal attributes required to do this job effectively:</p> <ul style="list-style-type: none"> • Proactive self-starter with a high degree of self-management • Willingness to work as part of a team and to share information and expertise • Professional and efficient approach, with attention to detail • Ability to undertake multiple tasks at one time • Ability to work in a changing, complex environment

Please Note:

- All contracts with Volunteering WA are reviewed regularly subject to funding and performance.
- All staff are required to have a Police Check. The cost of the Police Check will be met by Volunteering WA.
- All offers of employment at Volunteering WA are subject to a four month probationary period.
- A current WA Driver's licence is essential