

POSITION DESCRIPTION

POLICY AND CAMPAIGNS OFFICER

JOB TITLE:	Policy and Campaigns Officer	STATUS:	<ul style="list-style-type: none">• Permanent• Part-time• 28 hrs per week
REPORTS TO:	Policy and Advocacy Coordinator	UNIT:	Policy
		SCHADS CLASSIFICATION:	Grade 5-6 per experience
		SALARY:	\$81,770-\$92,493 per annum pro rata (0.8FTE \$65,416 - \$73,994)
POSITIONS REPORTING TO:	None		

ORGANISATIONAL CONTEXT:

The Tenants' Union of NSW Co-op Ltd (the TU) is a Community Legal Centre specialising in housing law matters. The organisation supports the work of tenancy services with advice, training and resources; acts for individual tenants in public interest litigation; and promotes the interests of tenants with government and non-government organisations and in the media. It is a Registered Training Organisation

In 2016, the Board of the TU adopted new strategic directions aimed at ensuring:

- we effectively communicate and strategically deploy our organisational identities
- build a constituency for change in tenant laws and practices
- create a strong viable and sustainable organisation.

Policy and campaign work is central to TU's role and is critical for influencing decision making, public debate and outcomes in the interests of renters in NSW.

Current priority policy issues are: improving laws to promote stability, liveability and affordability for renters; improvements to social housing policy, improvements to legal coverage for marginal renters including people living in boarding house and the impact of the broader housing system on renters.

KEY PURPOSE:

The position assists in the development and promotion of TU policy objectives, build and strengthen networks and coordinate the campaign activities of the TU.

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KEY ACCOUNTABILITIES:

- Collaborate and coordinate with other staff, TU's members and stakeholders to develop, implement and evaluate campaigns on issues relevant to renters in NSW
- Monitor the media landscape on relevant matters and place stories/engage media related to the TU's key policy objectives, under the direction of the Policy and Advocacy Coordinator
- Produce relevant articles and campaign material for e-bulletins, newsletters and websites, in accordance with relevant style guides, templates and approval requirements.
- Encourage and advance support for TU's policy objectives among TUNSW staff, networks and membership to build the campaigning capacity of the organisation and achieve policy objectives
- Represent the TU at external forums as required including participating on committees, working parties and other forums that provide an opportunity to influence outcomes for vulnerable and disadvantaged renters in key policy areas.
- Conduct research and analysis to support and advance the TU's policy objectives
- Assist in delivery and presentation of the training and community education activities of the TU where appropriate for expertise
- Contribute to organisational planning processes, including (but not limited to) policy development processes directly with members, team meetings, professional development and other initiatives
- Comply with the TU's code of conduct
- Undertake other duties as required, within the scope of the classification of the role.

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SELECTION CRITERIA:

Essential

- Experience in planning, implementing and evaluating campaigns on issues that affect people experiencing poverty, disadvantage and inequality
- Experience building strong relationships and growing member and stakeholder engagement.
- Excellent written and oral communication skills that enable you to present complex information to a broad range of audiences using a variety of media and approaches,
- Skills in research and critical analysis, including an ability to understand power relationships
- Demonstrated capacity to collaborate with and coordinate diverse groups including experience in facilitation and/or consultation
- An understanding of tenancy and housing issues
- Ability to act independently and as part of a team

Desirable

- Experience in the non-government sector
- Experience in working with the media
- Experience in working with Residential Tenancies legislation
- Understanding of policy and law reform processes

Signed: _____ (Employee) Date: ___/___/___

Signed: _____ (Employer) Date: ___/___/___