

# Position Description

<b>Position:</b>	<b>Senior Policy and Media Lead</b>
<b>Reports To:</b>	Head of Systemic Change
<b>Award Classification:</b>	Level 6 under the Social, Community, Home Care and Disability Services Industry Award 2010
<b>Location:</b>	Footscray VIC (Flexible work arrangements available, travel to other ASRC sites required)

## Organisational context

The Asylum Seeker Resource Centre (ASRC) is a leading advocacy organisation for people seeking asylum in Australia. We are a values-driven organisation that strives to be part of a movement that helps people seeking asylum by providing direct services such as assistance with accommodation, food, casework, employment, education and legal services. We campaign and lobby with our sector to drive law reform and policy change.

At the heart of the ASRC strategy is the people we serve, and our commitment to ensuring that their voices of lived experience are embedded in all that we do. The ASRC exists for refugees and asylum seekers, and we are in the service of this community of people. It's important that our work and focus is led by what this community needs, expects and wants from us.

## About the Portfolio and Department

The purpose of this department is to bring about meaningful positive change, leverage the subject matter expertise of ASRC programs on the ground, use policy acumen, and research skills to convince decision-makers to act decisively and appropriately and fight for the rights of refugees and people seeking asylum and help them fulfil their potential.

It will also deliver within portfolio and cross-organisational strategic initiatives to deliver policy change, campaigning victories and thought leadership by integrating lobbying, policy, research, campaigning and media into one agile, powerful engine for change. This department works closely with the Refugee Leadership and Advocacy department.

## Position Purpose

The Senior Policy and Media Lead plays a key role in driving change through policy development based on ASRC's programs and informing and influencing the narrative through media engagement and exposure.

The role is responsible for all issues based media, including briefing journalists, ASRC press releases and ensuring people with lived experience are featured in media. The role also leads proactive and reactive asylum and refugee policy work such as position papers, policy papers and briefs for political engagement.

## Key Accountabilities

- Supervision and management of policy and media staff in the Systemic Change department
- Responsible for driving ASRC's advocacy priorities, including regular review and updates
- Lead collaboration with and understand the operations of other ASRC programs to ensure fully informed, accurate policy-making including coordinating regular working group meetings aligned with ASRC's advocacy priorities
- Responsible for day to day issue based media management relating to ASRC's advocacy priorities, including monitoring media and media narratives to track effectiveness of ASRC advocacy media activity and asylum issue coverage
- Drive engagement with ASRC's campaigns through media reporting
- Ensure that media and engagement work creates opportunities for people with lived experience to participate in and lead ASRC's advocacy work
- Drafting, coordinating and reviewing ASRC Position Papers providing an evidence-base for law reform and policy objectives
- Liaising with key stakeholders and representing the ASRC in external and internal meeting forums where needed, including ACROSS and Refugee Council of Australia

### All ASRC Leaders will:

- Actively role model and lead the improvements to occupational health and safety standards to ensure the ASRC workforce feel safe and supported at work.
- Centre the rights of people seeking asylum and actively working toward bringing the ASRC vision and purpose to life.
- Drive and embed the ASRC values through behaviours that contribute to a culturally safe, inclusive and respectful workplace.

## Role Requirements

### Essential Skills, Experience & Qualifications

- Experience managing staff and supporting a team
- Demonstrated experience in a policy setting, ideally in the refugee and asylum policy
- Experience in media management, including writing press releases and media

- Experience drafting policy papers and submissions
- The ability to quickly distil complex pieces of information and data and communicate it powerfully
- Exceptional time management skills and demonstrated ability to prioritise tasks in an under-resourced environment
- Experience in providing staff supervision, as well as ability to work as an effective team member
- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia

**Desirable:**

- Lived experience of seeking asylum

**Policy and screening requirements**

All ASRC staff and volunteers are required to adhere to policies and procedures which aim to further culturally safe, inclusive and respectful work practices. All offers of employment are subject to satisfactory Criminal History Check and provision of a valid Working with Children Check prior to commencement.

Last Review:

Due for Review: