Position Description.

Head of Advocacy (Law and Policy)

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| **Position Title:** | Head of Advocacy (Law and Policy) – Parental Leave Cover |
| **Position Number:** | 4.3.95 |
| **Classification:** | SCHADS Level 7 |
| **Status:** | Full Time  Fixed Term (1 year) (with possibility of extension) |
| **Reports To:** | Chief Executive Officer (CEO) |
| **Direct Reports:** | Legal and Policy Officer, Project Officer – Lived Expertise Incubator |
| **Team:** | Advocacy |
| **Key internal contacts** | Chief Executive Officer, Director of Clinical and Client Services, Management Team, Senior Clinical and Client Service Manager, Marketing, Communications and Fundraising Team, National Survivor Advocate Program Advisory Group |
| **Key external contacts** | Government (Politicians and Government Departments), Colleagues in the SDFV Sector, National Survivor Advocate Program Members, Funders |

Purpose of the Position

Full Stop Australia advocates for changes to laws and policies in every Australian jurisdiction to better prevent and respond to sexual, domestic and family violence (**SDFV**). The Head of Advocacy (Law and Policy) is responsible for the strategic leadership of the Advocacy Team and the implementation of Full Stop Australia’s advocacy and policy work (both legal and non-legal) to meet the organisation’s objectives.

Key Accountabilities

The Head of Advocacy (Law and Policy) will be responsible for:

*Advocacy and Lived Expertise Engagement*

* Strategic leadership and management of Full Stop Australia’s advocacy work on a wide variety of law and policy areas across all Australian jurisdictions in relation to SDFV.
* Leading Full Stop Australia’s lived expertise engagement initiatives, including managing Full Stop Australia’s National Survivor Advocate Program (**NSAP**), the NSAP Advisory Group and the Lived Expertise ‘Ideas to Action’ Incubator Program (**Incubator Program**). The NSAP is a collective of over 900 victim-survivors of SDFV, which was founded by Full Stop Australia in 2021 with the goal of amplifying survivor voices and centering lived expertise in policy development. The NSAP Advisory Group is a 10-member panel of survivor-advocates, who meet regularly to provide expert advice to Full Stop Australia on the management of the NSAP, and Full Stop Australia’s advocacy and operations more generally. The Incubator Program is a structured program launched by Full Stop Australia in early 2025, which supports victim-survivors of SDFV to build the skills to share their stories safely, foster community, and grow their advocacy initiatives, with the goal of catalysing positive social change.
* Consultation with frontline staff, survivor-advocates, and colleagues in the specialist SDFV sector to develop policy and law reform proposals.
* Development of high-quality policy and law reform advice to government, in the form of position papers, written submissions, appearances at parliamentary and other inquiries, direct consultations and participation in interagency working groups.
* Providing advice on Full Stop Australia’s media engagement and, when delegated by the CEO, act as a media spokesperson.
* Developing and fostering relationships with key stakeholders, including relevant SDFV sector organisations, frontline service providers, researchers, advocates, media, corporate and philanthropic organisations, politicians and government departments, to deliver on the organisation’s objectives.
* Communicating the organisation’s key strategic priorities and deliverables and represent the organisation at a senior level with external stakeholders and the public.
* Identifying and harnessing new funding opportunities which further the organisation’s interests.

*Projects*

* Leading projects to expand and develop Full Stop Australia’s advocacy and influence. This may include writing tenders, business development proposals and project management and implementation.

*Leadership*

* Setting goals for the Advocacy function in accordance with the Strategic Plan and monitor performance against the Strategic Plan.
* Collaborating with the CEO, Director of Clinical and Client Services, and Management Team to promote organisational cohesion, instil a culture of continuous improvement, prepare and manage budgets, develop and implement operational policies and procedures, and establish and maintain quality assurance mechanisms.
* Developing, mentoring, supervising, inspiring and supporting staff, contractors and volunteers through induction, goal setting, ongoing feedback and coaching, identification of training and development needs, and conducting annual performance reviews.
* Keeping abreast of the current evidence base on SDFV prevention and response, as well as developments in SDFV policy and law reform across Australia and internationally.
* Identifying new funding opportunities which further Full Stop Australia’s interests and working closely with the CEO and Management Team to build and sustain revenue for advocacy work and other key organisational objectives.

The Head of Advocacy (Law and Policy) will also:

* Demonstrate a sound commitment to Full Stop Australia’s vision and objectives, and to operating in line with the organisation’s philosophy and values.
* Uphold the policies, procedures and practices of Full Stop Australia, including in relation to information collection, quality improvement, risk management, record keeping and administration.
* Participate in the organisation’s performance appraisal process.
* Participate in relevant professional development.
* Ensure work practices are ethical and comply with the Full Stop Australia Code of Ethics.

Knowledge, Skills and Experience

Essential:

* A law degree (note: you need not be admitted or have a current practising certificate) or another relevant degree combined with commensurate experience in legal and policy reform, government relations or advocacy.
* Minimum seven years’ experience working in legal and policy reform, legal practice, government relations or advocacy.
* Developed relationships with government and political stakeholders, and organisations working in the SDFV sector, or the ability to build those relationships.
* A strong understanding of the causes and consequences of SDFV and a commitment to working from an intersectional feminist perspective.
* A demonstrated understanding of trauma-informed practice, including the impacts of trauma, and how to respond to and support people experiencing trauma.
* Awareness of current legal and policy responses to SDFV domestically and internationally.
* Demonstrated ability to produce high quality, impactful submissions to government, position papers and written advice, including the ability to convey complex legal concepts in plain English.
* Exceptional oral communication and interpersonal skills, including in senior stakeholder management, public speaking and media engagement.
* Demonstrated ability to support and supervise staff, contractors and volunteers, to cultivate a positive, inclusive and high-performing team.
* Strong attention to detail and proven ability to take initiative, manage a significant workload, and be accountable for decisions.
* Demonstrated experience in strategically leading and managing a team, including preparing and managing budgets, developing and implementing operational policies and procedures, and contributing to accreditation processes.
* Experience building and sustaining the revenue base of a business unit or organisation, for example through grant writing and building philanthropic relationships.

Desirable:

* Experience working within the criminal justice system, family law system or for an organisation in the SDFV sector.
* Experience with media engagement and commentary, and strong relationships with media stakeholders.
* Experience building and managing campaigns.
* Experience working with people impacted by SDFV and with diverse communities, including Aboriginal and Torres Strait Islander communities, people with disability, culturally and linguistically diverse communities and LGBTIQ+ communities.

Sighted and agreed to by Head of Advocacy (Law and Policy):

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| **Name:** |  |
| **Signature:** |  |
| **Date:** | DD/MM/YYYY |

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| **Created:** | July 2025 |
| **Review due:** | July 2027 |
| **Consultation by:** | CEO and Director of Clinical & Client Services |
| **Approval by:** | Board, for initial sign off and where changes are made |