

Position Description



Advisor, Policy & Strategy

Strategy, Advocacy & Engagement

April 2026

Agreement

Signed–Manager

Signed–Employee

Date

Date

1. Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to conceive, develop and deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in Word and deed.

Our vision is: "...doing all the good we can because every life matters".

Out of Christian love and compassion we are driven by Soft Hearts: Open Hands: Sharp Minds (and) Hard Feet.

Our strategic plan is based on four key directions, namely:

- Deepening our Word & deed
- Claiming our prophetic voice
- Extending our impact
- Strengthening our organisation.

The range of community services we provide is amongst the most diverse of any Australian organisation. We are one of the largest community services organisations operating in NSW and the ACT, our work extending to other states and territories through our work in suicide prevention.

2. Overview and purpose of Strategy, Advocacy & Engagement

The purpose of Strategy, Advocacy & Engagement is to enable Wesley Mission to exercise its prophetic voice, advance its strategic priorities by shaping the systems that impact the people we serve, strengthening the organisation's influence, and supporting our services to achieve sustainable, long-term impact.

It achieves its purpose by leading a coordinated, organisation-wide approach to strategy and business planning; policy development and reform advocacy; government relations and political engagement; stakeholder and alliance development; campaigns and public positioning — ensuring that Wesley Mission speaks with one clear, credible and values-driven voice, and that our influence directly supports service delivery outcomes, funding sustainability and long-term impact.

Services include : organisational strategy and business planning; strategic advocacy and campaigns to address systemic drivers of need; government relations and political engagement to support service priorities and reform agendas; policy development, research and submissions informed by service data and lived experience; stakeholder, alliance and partnership development to strengthen impact and reach; public affairs, media and issues management aligned to organisational priorities; movement building, community mobilisation and supporter engagement; and organisational positioning, key narratives and strategic messaging.

Its work is inspired by the organisation's vision, guided by its mission, informed by its strategy and underpinned by its values.

3. Purpose of role

The purpose of the role is to the development and dissemination of Wesley Mission's policy agenda. The role focuses on developing policy positions and coordinating high-quality policy submissions in response to government inquiries, consultations and reviews.

The role also provides support to the Head of Strategy & Policy on selected organisational strategy and business-planning activities.

4. Relationships

Reports to:	Head of Strategy & Policy
Key relationships:	Adviser, Government Engagement Campaign Lead - Gambling Reform Community Services Division Marketing & Fundraising Division
Industrial instrument:	SCHADS Award (Social, Community, Home Care and Disability Services Industry Award) Level 5

5. Major role responsibilities

- Coordinate the development, endorsement, maintenance and regular review of Wesley Mission's policy position statements across priority reform areas.
- Synthesise service data, lived experience insights and research evidence into clear, credible policy positions.
- Maintain clear governance processes for policy positions, including approval pathways, review cycles, version control and dissemination.
- Maintain Wesley Mission's Policy Agenda as the collective set of endorsed position statements, aligned to organisational strategy, service priorities and advocacy objectives
- Partner with the Head of Strategy & Policy and General Manager, Strategy, Advocacy & Engagement to integrate policy positions into campaigns, government relations, media, stakeholder engagement and executive communications.
- Manage the end-to-end policy submission process, including tracking consultations, coordinating internal input, managing approvals and ensuring timely lodgement.
- Prepare concise policy briefs, summaries and recommendations for internal stakeholders and senior leaders.
- Contribute to research coordination activities by identifying relevant data sources, supporting evidence reviews, and helping align research inputs with existing policy positions and strategic priorities.
- Monitor sector and academic developments relevant to Wesley Mission's priority advocacy areas and provide regular updates.

- Assist in maintaining relationships with sector partners, peak bodies, academics and universities and other key stakeholders through coordinated communication and follow-up
- Support the Head of Strategy & Policy with organisational and portfolio-level strategy and business-planning processes, including preparation of strategy papers, workplans, performance updates and briefing materials for executive and governance forums.
- Help maintain planning frameworks, templates and documentation that support effective strategy implementation and reporting.
- Support evaluation of policy and campaign activities to inform learning and improvement.
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6. Professional responsibilities

- Support and work in a way that is consistent with the organisation's mission of continuing the work of Jesus Christ in Word and deed.
- Ensure your own health and safety and the health and safety of others by behaving safely at all times in relation to work. Report hazards and incidents to your supervisor and in accordance with the organisation's Work Health & Safety Management Framework Manual, related safety policies and procedures and site/service procedures. This includes taking part in safety consultations and safety investigations within your service to help resolve them in a timely manner.
- Comply with mandatory requirements for the role including completing all mandatory training required by the organisation.
- Comply and cooperate in good faith with all legislative, regulatory, policy and procedure requirements pertaining to your work.
- Act in good faith in the organisation's best interests, exercise due care and skill in your work, follow reasonable directions, maintain honesty and integrity and the trust and confidence of the organisation, and a positive reputation of the organisation.
- Attend functions, meetings, seminars, training courses and events as required by your supervisor.
- Participate at least annually in the Contribution and Development Plan process for your role for recognition, compliance and development.
- Demonstrate a collaborative, enterprise-wide mindset and actively support teams across Wesley Mission to achieve shared outcomes..

7. Performance Measures

Performance expectations will be set during probation. Thereafter performance measures will be agreed as part of your personal Contribution and Development Plan.

8. Selection criteria

To be successful in this position, you must possess the following:

Demonstrated behaviours

- Conduct consistent with the organisation's Code of Conduct and:
 - Work in accordance with the organisation's Vision, Mission and Values.
 - Value people through kindness, respect, care and support.
 - Foster trust through honesty, integrity, reliability and fairness.
 - Demonstrate personal accountability including in your conduct, compliance, commitment, performance and quality of the service you provide.
 - Contribute to a positive and highly engaged work environment through a positive manner and being a good colleague, collaborator and team player.
 - Demonstrated ability to work collaboratively across teams and functions to support shared organisational goals.
 - Professional judgement, discretion and respect for confidentiality when handling sensitive information.

Essential skills/knowledge

- Experience or demonstrated capability in policy research, analysis and writing
- Strong written communication skills, with the ability to draft clear, concise policy submissions and briefing materials.
- Understanding of public policy development, consultation and government decision-making processes.
- Strong organisational skills, including the ability to manage multiple deadlines and coordinated inputs.
- Ability to translate complex information into practical policy insights.
- Sound judgment, discretion and professionalism when working on sensitive public policy matters.
- Understanding of, or willingness to learn about, Wesley Mission's services, advocacy priorities and operating environment.

Desirable skills/knowledge

- Experience in a not for profit or community service organisation.
- Exposure to government relations, parliamentary processes or formal consultations.
- Exposure to or experience in supporting business planning processes.

Training and qualifications

Tertiary qualification in a relevant field (e.g public policy, social sciences, law, political science, communications or similar), or equivalent experience.

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Agreement

In signing page one, I confirm I have read, understand and agree to work in accordance with this position description. I also understand that this position description is not exhaustive and agree to comply with all reasonable requirements of me in addition to those specified in the position description.