

# Position Description



## Advisor, Government Relations

**Advocacy & Stakeholder Engagement**  
**February 2026**

**Agreement**

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Signed–Manager

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Date

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Signed–Employee

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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 Advocacy & Stakeholder Engagement

The purpose of Advocacy & Stakeholder 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 advocacy, government relations, stakeholder engagement, policy 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 reform.

Services include : 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 support Wesley Mission's advocacy and service priorities by contributing to a coordinated, organisation-wide approach to government relations that strengthens relationships, advances reform, and enables sustainable service outcomes.

### 4. Relationships

Reports to:	General Manager, Advocacy & Stakeholder Engagement
Key relationships:	Executive Leadership Team Advocacy & Policy Team Community Services Division Marketing & Fundraising Division
Industrial instrument:	SCHADS Award (Social, Community, Home Care and Disability Services Industry Award) Level 4

### 5. Major role responsibilities

- Support the planning and delivery of government relations activities aligned to Wesley Mission's advocacy agenda and service priorities
- Draft correspondence, briefings, talking points and follow-up communications for engagement with Ministers, MPs, advisers, departments and other government stakeholders.
- Assist with preparing stakeholder profiles, meeting notes, engagement plans and internal briefings.
- Attend and support meetings with government stakeholders, as appropriate, including taking notes, coordinating follow-up actions and representing Wesley Mission alongside senior staff where required.
- Maintain accurate records of government interactions, contacts and engagement activity to support transparency and coordination.
- Monitor parliamentary, policy and legislative developments and provide summaries to relevant teams.
- Support the coordination of whole-of-organisation government engagement to avoid duplication and strengthen collective impact.
- Assist in gathering service data, case studies and evidence to support submissions, advocacy and engagement materials.
- Support relationship mapping and stakeholder tracking across Wesley Mission's government ecosystem.
- Assist in maintaining relationships with government offices, departments and key stakeholders through coordinated communication and follow-up.
- Prepare reports and updates on government relations activity, risks, opportunities and emerging issues.
- Support evaluation of government relations 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**

- Demonstrated experience (1 - 2 years) in government, or a government relations role.
- Demonstrated interest in public policy, government, advocacy or community services.
- Strong written communication skills, including the ability to draft professional correspondence, briefs and stakeholder communications.
- Ability to organise information, maintain records and manage multiple tasks with attention to detail.
- Strong interpersonal skills and confidence engaging with a range of internal and external stakeholders.
- Ability to analyse and summarise information from government, policy or legislative sources.
- Understanding of government and parliamentary processes, including how decisions are made and the roles of Ministers, MPs, advisers and departments
- 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.
- Experience using stakeholder databases, CRMs or tracking systems.
- Experience supporting senior stakeholders, executives or project leads in a professional environment.
- NSW Driver's Licence.

#### **Training and qualifications**

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

#### **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.