

POSITION DESCRIPTION

Position:	Head of Policy, Advocacy and Communications
Reports to:	Country Director
Direct reports:	2-4
Conditions:	Permanent; 0.8 FTE (negotiable); SCHADS Award; salary packaging options
Location:	JRS Australia has offices in Parramatta Sydney; flexible working arrangements apply.

POSITION OVERVIEW

The Head of Policy, Advocacy and Communications is a member of the Jesuit Refugee Service (JRS) Australia executive team, reporting to the Country Director.

The role is responsible for developing and leading a whole-of-agency approach to advocacy and communications, informed by evidence derived from JRS' service delivery and accompaniment of refugees, people seeking asylum and migrants in situations of vulnerability, along with the priorities and perspectives of diaspora leaders with whom JRS works.

The position leads and supervises a small, dynamic team of staff who, with support from volunteers and interns, deliver our research, advocacy, communications, media engagement and government relations activities, and our Resourcing Refugee Leadership initiative.

Working closely with the Country Director, executive team and Board of Director's Policy and Research sub-committee, the Head of Policy, Advocacy and Communications plays a key role in enhancing JRS Australia's profile and impact and in brokering and managing strategic relationships across relevant portfolios, including with colleagues and networks in the Asia-Pacific region and globally.

ORGANISATIONAL CONTEXT

JRS is an international Catholic organisation with a mission to accompany, serve and advocate for the rights of refugees and other forcibly displaced people. JRS works in situations of greatest need, where people are most vulnerable, where there are gaps

in services and where partnerships can be formed to better serve displaced people in need of protection.

JRS aims to support people with lived experience of displacement to empower themselves, to exercise leadership, and to live meaningful and dignified lives while feeling welcomed and connected to a more fair, inclusive and just community.

In Australia, JRS' work involves:

- **Supporting people in need through accompaniment and a suite of services** designed to promote dignity, hope and self-reliance, including: emergency food and financial relief, employment assistance, hosting of legal clinics, complex case work, specialist sexual and gender-based violence prevention and response programming, and leadership and community mobiliser initiatives for people with lived experience of displacement.
- **Ensuring a voice for the rights of displaced people** by supporting the leadership of people with lived experience of displacement, conducting research, contributing to policy development, engaging decision makers, and campaigning to uphold rights, in collaboration with a range of partners including diaspora networks.
- **Building and maintaining strong and collaborative alliances** with parishes, schools, communities, religious orders, faith-based and non-government organisations and coalitions, and other diverse partners across Australia. This includes co-chairing the Catholic Alliance for People Seeking Asylum (CAPSA) with Jesuit Social Services, and participating in a range of campaigns and coalitions at local and national levels.
- **Maintaining a global presence** through our longstanding participation, as part of the JRS family, in networks and forums across the Asia-Pacific region and in global policy dialogues and coalitions contributing to relevant UN forums and processes.

Our current [Strategic Plan](#) and latest [Annual reports](#) contain further details.

KEY ACCOUNTABILITIES

- Lead the development, implementation and evaluation of a whole-of-agency policy, advocacy, communications and resourcing refugee leadership strategy, and related operational plans.
- Provide advice to the Country Director and other colleagues as relevant on matters related to policy, advocacy and communications, ensuring that positions are informed by evidence and observations derived from JRS' services and accompaniment, research findings and the priorities and perspectives of diaspora leaders with whom JRS works.
- Inspire and support the Policy Advocacy and Communications team to collaborate with colleagues, partners and supporters to achieve optimal results,

fostering a culture of continuous improvement, while maintaining a focus upon well-being and sustainability.

- Working closely with the Country Director and executive team, build and maintain effective relationships with relevant colleagues, organisations, networks and supporters in Australia, the Asia-Pacific region and globally.
- Represent and facilitate representation of JRS Australia, as appropriate, in the media and relevant forums, including parliamentary enquiries, reference groups, lobbying delegations and other strategic events.
- Working closely with the Country Director and executive team, ensure that JRS Australia's public profile and advocacy and communications strategy adhere to relevant standards, policies and procedures.
- Working closely with the Country Director and executive team, identify and engage relevant funding opportunities, manage relevant budgets and ensure compliance with all relevant reporting requirements, including grant acquittals, Board reports and JRS Australia's annual report .

GENERIC RESPONSIBILITIES

Philosophy, Mission and Values

- Understand and demonstrate the Mission and Values of JRS on a day-to-day basis; respect, hope, dignity, solidarity, hospitality, justice and participation.
- Adhere to the policies and procedures of JRS.
- Adhere to the JRS and the Australian Jesuit Province Code of Conduct.
- Work closely with relevant people in all of the Jesuit ministries to ensure that Ignatian spirituality is fostered.
- Behave in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity, migration status ability or any other ground.
- Provide and promote an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence – to ensure that acceptable standards of conduct are maintained at all times and take appropriate action if unacceptable conduct is observed.

Occupational Health and Safety

- Comply with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by JRS.
- Work in a manner that considers duty of care for self and others and be safety conscious at all times.
- Report inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents.

Quality Assurance and Continuous Improvement

- Attend relevant meetings, workshops, conferences and training, as required.
- Become familiar with, and follow JRS and the Jesuit Province's quality and standard policies, procedures and management instructions.
- Be open to new ways of doing things that enhance working in an environment that is inclusive and that subscribes to the Ignatian way.

- Strive for continuous improvement in the quality system and work practices by being alert to opportunities for improvement.
- Maintain appropriate confidentiality in relation to JRS' matters and programs.

SELECTION CRITERIA

Essential

- Relevant tertiary qualification and/or equivalent professional experience
- Proven experience in leading or substantially contributing to effective advocacy campaigns and communications strategies, preferably in a not-for-profit environment
- Proven experience in project management, research and report writing
- Experience in successfully leading a diverse, high performance team or demonstrated capacity to do so
- Excellent oral, written and cross-cultural communication skills, including the capacity to address and influence diverse audiences, and fluency in English
- Proven track record in developing and maintaining strategic relationships with key stakeholders across sectors
- Sound understanding of policies and practices relating to refugees, people seeking asylum and other displaced people in the Australian and broader global contexts
- Proven ability to meet deadlines, manage competing demands, and maintain momentum and collegiality within a pressured work environment
- Capacity to work collaboratively and effectively as part of a multi-disciplinary team comprising staff and volunteers, and as part of an executive team.
- Understanding of and sympathy with the mission and ethos of JRS
- Proficiency in using MS Office, online database/reporting systems and social media platforms.

Desirable

- Strong existing professional networks within and of relevance to the refugee and humanitarian sectors in Australia, the Asia-Pacific and globally
- Experience in lobbying, political engagement and law reform
- Living / lived experience of displacement.

Additional Information

- The successful candidate must have the right to work in Australia
- Appointment to this position is subject to successful completion of relevant criminal history and working with children checks
- The role requires capacity to undertake occasional work-related travel

Application Process:

In order to be considered, applications must include a cover letter addressing all of the selection criteria, along with a current CV and contact details for three professional/academic referees.

To apply for this position please submit a complete application to jobs@jrs.org.au as soon as possible. Submissions will be considered on a rolling basis. To enquire about the position please email info@jrs.org.au with your contact details to receive a call back.

People with living or lived experience of displacement who meet the essential criteria are strongly encouraged to apply.