

# Position Description



**Alannah & Madeline  
Foundation**

Keeping children safe from violence

Position title:	Advocacy and Program Advisor
Department:	Program Design, Innovation and Advocacy (PDIA)
Reports to:	Advocacy Manager
Job type:	Part time (0.8) or full time, ongoing
Date:	5 March 2019

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## ABOUT THE FOUNDATION

The Alannah & Madeline Foundation was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac and a small group of volunteers set up the Foundation with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997.

The Foundation:

- identifies issues that adversely affect the wellbeing of children; we work to help them recover, and protect them from bullying and violence.
- works across the spectrum of prevention and care to deliver state-of-the-art, evidence-based programs and products.
- works with the best minds to identify and reduce significant threats to children's safety through innovation and partnerships.
- speaks out on the need for systemic change to build a supportive and safe society.

The Foundation is committed to child safety. Our Child Safe Policy outlines our safe practices for children.

Our values are Caring, Friendliness, Respect, Responsibility, Valuing Difference and Including Others.

## POSITION IN CONTEXT

Reporting to the Advocacy Manager, the Advocacy and Program Advisor is a member of the PDIA team and has accountability to support the delivery of the advocacy strategy across the Foundation including the development of program options for Dolly's Dream, the achievement of optimal service outcomes and achievement of the agreed targets.

## FREEDOM TO ACT

- Recommendations for change should be approved by relevant Manager/s in order to ensure alignment with overall operational needs.
- The Advocacy and Program Advisor works according to the policies and procedures of the Alannah & Madeline Foundation.

# Position Description *cont.*



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## MAJOR JOB RESPONSIBILITIES

- Assist with the development and implementation of the Foundation's Advocacy Strategy.
- Provide secretariat support for the National Centre Against Bullying
- Assist with the Australian Gun Safety Alliance
- Assist with program development pipeline for Dolly's Dream
- Develop long-term relationships with key internal and external stakeholders and organisations
- Liaise with government as required
- Work collaboratively with internal functions to deliver on advocacy campaigns and initiatives
- Work collaboratively with other internal program and service delivery teams to deliver on Dolly's Dream objectives
- Support the implementation of the strategic and operational plan for the PDIA to achieve sustainable performance and results, including the setting of targets.
- Other tasks as directed by the Advocacy Manager, CEO and Senior Leadership team.

## KNOWLEDGE, EXPERIENCE AND REQUIREMENTS

- Demonstrated experience in advocacy initiatives or campaigns
- Education or experience in a population, public or health promotion discipline
- Experience dealing with government and departments
- Previous experience in executing complex projects
- Experience in program design and development
- Demonstrated ability to build strong and enduring relationships with internal and external stakeholders
- Ability to manage numerous projects simultaneously, with good attention to detail.
- Ability to work autonomously on clearly-defined projects, and in a small team.
- Well-developed communication skills, experience and maturity to relate effectively with internal and external stakeholders.
- Commitment to work outside standard office hours for key events.
- Working with Children Check and Police Check.