

POSITION TITLE: **Advocacy and Policy – Political Lead**

DEPARTMENT: **Inclusive Development Department**

DATE: **March 2016**

REPORTS TO: **Advocacy and Policy Team Lead**

Organisational Vision:

An inclusive world in which all persons with disabilities enjoy their human rights and achieve their full potential.

Organisational Mission:

CBM Australia (CBMA) is an international Christian development organisation, committed to improving the quality of life of persons with disabilities in the poorest countries of the world.

Purpose of Role:

The Advocacy and Policy - Political Lead will work within the Advocacy and Policy team of the Inclusive Development Department (IDD) and with other relevant departments within CBMA to influence and support INGOs, politicians and Government stakeholders to practice and promote disability-inclusive development. The role will collaborate with the Australian Disability and Development Consortium (ADDC).

The Advocacy and Policy - Political Lead be responsible for developing and managing CBMA's relationships and engagement with political representatives, policy officials and leaders in the Australian development sector towards a disability inclusive and appropriately resourced and focused aid program.

Level of Direction or Supervision:

The role of the Advocacy and Policy – Political Lead in raising awareness and lobbying is reasonably independent within a team environment and supervised by the Advocacy and Policy Team Lead.

Key Tasks and Priorities:

Key Areas of Responsibility	Key Tasks	Performance Indicators	Weighting Total= 100
<p>Political, government and civil society engagement on Disability Inclusive Development (DID)</p>	<ul style="list-style-type: none"> • Review CBMA’s current political, government and civil society engagement to identify existing gaps and also current opportunities for strengthening CBMA’s work on DID and international development. • Develop, in conjunction with the wider Advocacy and Policy team and other IDD stakeholders, a plan for implementing CBMA’s political, government and civil society engagement to include: <ul style="list-style-type: none"> • Key messages and asks based on strong policy analysis informing gaps and opportunities. • A pro-active strategy for regular briefings with politicians and civil servants and specialist journalists (Foreign Affairs reporters etc.) • Media monitoring and identification of opportunities for articulating DID messaging, also identifying trending topics in development that have direct relevance to people with disability. • The development of DID briefings that can be used for multiple audiences and writing submissions to policy processes (national, regional and international) 	<ul style="list-style-type: none"> • Develop and implement mutually agreed annual KPI's in conjunction with the Advocacy and Policy Team Lead. • Current strategy for political and civil society engagement updated and approved. • Monitoring and evaluation framework for advocacy including advocacy and inclusion indicators. • Consistent messaging and clearly branded CBMA activities. • Political engagement clearly articulated, implemented and monitored in 3 year strategy to influence key decision makers (implementation plan) • Increased contact by political and policy staff to IDD team on DID issues. • Increase of invitations to IDD/CMBA to make submissions/participate in consultations on development • Strong networks and increased policy and program action on inclusive development. • Guidelines for advocacy in international programs work. • Positive feedback on event organising. 	<p>60</p>

	<ul style="list-style-type: none"> • Lobbying and campaigning activities including events, social media and online, and media/publicity. 		
Alliance and Partnership work or Sector liaison and advocacy work	<ul style="list-style-type: none"> • Contribute to the development and activities of the ADDC where required • Raise awareness with key players in international development sector to practice and promote disability-inclusive development • Participate in sector advocacy and campaigning initiatives intended to influence Government foreign aid policy and through this participation leverage support for DID as part of how aid should operate/be inclusive (e.g., ACFID, Vision 2020, Campaign for Australian Aid, Micah Australia) • In coordination with others in the Advocacy and Policy team, recommend and support development of resources to assist sector (including Government), in practicing and promoting disability-inclusion in policy, etc. 	<ul style="list-style-type: none"> • Recognisable contribution of CBMA to ADDC objectives and development. • Broad base of top down and bottom up awareness of DID on engagement scale. • Demand for resources and training on DID grows. • Recognisable contribution to sector advocacy and an increase in visibility of DID messaging in sector campaigns 	30
Internal areas of responsibility and processes	<ul style="list-style-type: none"> • Maintain records on political engagement and produce related reports as required. • Collaborate with A&P team members to coordinate messages across the organisation. • Contribute to furthering an understanding of disability and development in CBMA Australia staff. • Develop and work to meet annual Key Performance Measures. 	<ul style="list-style-type: none"> • Records are up to date and reports are produced on time and in accordance with requests. • Shared learning and development and coordinated advocacy initiatives. • Increased brand recognition of CBMA and DID • Advocacy and Policy-Political Lead viewed as 	10

	<ul style="list-style-type: none"> • Take part in departmental strategy, budget and planning meetings. • Take part in cross-departmental meetings. 	<p>integral member of ID team.</p> <ul style="list-style-type: none"> • 	
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SPECIFIC OUTCOMES REQUIRED
Increased awareness of and engagement in disability inclusive development in the target groups outlined in CBM Australia's strategic plan, including for example, government, parliamentarians, DFAT, NGOs, campaigns, etc.
Clearly articulated policy gaps, opportunities and challenges informing advocacy activities, based on sound policy analysis.
The review, implementation, monitoring and evaluation of CBM Australia political engagement and advocacy strategies.
Activities and materials supporting the implementation of the strategic plan.
Networks and support within sector and broader CBMA family for advocacy and inclusion.

KEY COMPETENCIES OF ROLE
Demonstrated knowledge and experience of Australian political and public policy formulation processes.
Excellent writing and diplomatic oral communication skills, and good cross cultural understanding.
A sound understanding of the international development sector.
Understanding and commitment to partnerships with and inclusion of people with a disability.
Strong lobbying and networking skills, including ability to develop and maintain effective relationships with key stakeholders across development and political sectors
Strong analytical and policy development skills.
Ability to work on own initiative while also working as an integral part of a wider team.
Commitment to CBMA's mission and values.
A willingness to contribute to the growth and development of CBMA and its work.
Sound/advanced computer skills.
An understanding or experience with the impact of disability in developing regions would be an advantage.

JOB EVALUATION		
Factor	Level	Score
Responsibility and Accountability	5	208
Judgement and Decision Making	4/5	86
Interaction and Influence	4/5	86
Knowledge and Application of Creative and Technical Skill	4/5	225
TOTAL		605
Salary Grading		Grade 8

*Factor Level definitions and Salary Grading information can be found on the CBM Intranet.

Signed

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**Inclusive Development Director
– Raine Dixon**

Date

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Signed

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Advocacy and Policy – Political Lead

Date

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