



POSITION TITLE: Policy and Advocacy Advisor
DEPARTMENT: Fundraising and Engagement
DATE: June 2025
REPORTS TO: Head of Policy and Advocacy
FTE: 0.8 (4 days)
LOCATION: Richmond, Melbourne (Hybrid)

CBM AUSTRALIA

CBM Australia is an international development organisation with a focus on disability equity and rights. We have more than 115 years' experience developing proven community-based programs that help millions of people with disabilities benefit from real and lasting change. We work alongside people with disabilities living in the world's poorest places to fight poverty and exclusion and transform lives.

ORGANISATIONAL VISION

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

ORGANISATIONAL MISSION

CBM is fighting to end the cycle of poverty and disability.

DEPARTMENTAL OBJECTIVE

The Policy and Advocacy Advisor plays a key role in advancing CBM Australia's advocacy agenda by leading policy development, supporting government relations, and delivering evidence-based advocacy initiatives. This role reports to the Head of Policy and Advocacy and works closely with teams across the organisation to develop CBM Australia policy positions, as well as working with sector partners and coalitions to delivery advocacy platforms to advance disability equity and rights through international development and humanitarian contexts. This position requires a candidate with a passion for human rights and politics, who thrives in a dynamic environments and brings strong skills in evidence-based policy development and advocacy strategy to effect change.

TRAVEL

International and/or interstate travel may be required in the position up to two weeks per annum. This includes travel in challenging conditions to partner countries. It is a condition of employment that all staff abide by CBMA travel and safety and security policies and procedures as well as in-country safety and security protocols required to travel to the location. This may include country specific vaccination requirements.

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

CBMA is committed to the protection and safety of all children and vulnerable adults that come into contact with our organisation and programs. All staff are required to understand and comply with CBM Australia's Safeguarding Policy and Prevention of Sexual Exploitation, Abuse and Harassment Policy, Code of Conduct and Safeguarding Behaviour Statement.



- This role requires CBMA representation when visiting the field (internationally and domestic).
- This role has contact with children when visiting the field and requires a current Working with Children Check.

RESPONSIBLE FOR

- Lead development of evidence-based policy positions aligned with CBM's strategy, in consultation with internal and external stakeholders and informed by people with disabilities and their representative organisations.
- Design and implement advocacy strategies and campaigns to influence government and sector policy outcomes.
- Represent CBM Australia on sector coalitions and communities of practise to advance disability equity and rights within broader context.
- Strengthen CBM Australia's relationships with key government officials and parliamentarians, both through direct engagement and in partnership with coalitions.

REPORTS TO

Head of Policy and Advocacy

SUPERVISES

1-2 volunteers, as opportunities arise

MAIN ACTIVITIES

- Research and deliver policy positions for the organisation that aligns with current practise and strategy, through conducting desk-research and consulting with key internal and external stakeholders.
- Deliver engaging policy papers, briefs and submissions for government and sector audiences.
- Work within the Policy and Advocacy team to design and deliver advocacy strategies with clear outcomes, targets, messages, and timelines, including coordinating key deliverables and time-bound campaigns that include direct engagement, coalition actions, media and/or digital content.
- Track Federal Government legislative and policy cycles (Budget, Estimates, strategies, consultations) and identify entry points to advance CBMA's policy agenda.
- Build and maintain relationships with key government officials, parliamentarians, and sector bodies, including scheduling and/or attending meetings, preparing tailored briefing notes and managing tracking of political engagement for CBM.
- Prepare high-quality briefing materials and engagement plans for senior leadership.
- Represent CBM and support senior to represent the organisation in coalitions, parliamentary inquiries and sector forums.

KEY SKILLS/QUALITIES

- Tertiary qualifications or demonstrated experience in public policy, international development, social sciences, or related field.



- Minimum 5 years' experience in policy development and advocacy, preferably in NGOs or peak bodies.
- Strong understanding of Australian political systems and international development policy.
- Exceptional written and verbal communication skills for diverse audiences.
- Demonstrated ability to build and maintain influential stakeholder relationships.
- Commitment to disability inclusion and human rights principles.
- Familiarity with rights-based international development approaches and experience incorporating lived experience into policy and advocacy work. (Desirable)
- Experience engaging with DFAT, ACFID, and sector coalitions. (Desirable)
- Enthusiasm for the mission of CBM Australia and alignment/comfort with being part of a faith-based organisation.

INTERNAL CONTACTS

Policy and Advocacy team, Program Impact Department, including Pacific Team, Program and Advisory colleagues, Marketing and Communications team, Fundraising, Growth and Insight team.

EXTERNAL CONTACTS

Australia INGOS, including coalitions and networks, CBM partner organisations, Australian government departments and parliamentarians.