

POSITION DESCRIPTION

Position Title	Senior Research, Policy & Advocacy Advisor (job-share)
Time Commitment	0.6 FTE until 1 June 2023
Classification	SCHADS 6.1
Location	Level 1, 250 Queen St, Melbourne

ABOUT THE ORGANISATION

WHO ARE WE?

IWDA is the leading Australian agency entirely focussed on women's rights and gender equality. We are international, feminist and independent.

OUR VISION Gender equality for all

OUR PURPOSE To defend and advance the rights of diverse women and girls

OUR VALUES Feminist, Accountable, Collaborative, Transformative

OUR GOALS 2020-2023

1. Resource and contribute to resilient and vibrant feminist movements, primarily in the areas of power, leadership and civic space; freedom from violence; and gendered climate justice
2. Promote systemic change towards gender equality for all
3. Build a resilient and relevant feminist organisation

IWDA is an Australian-based organisation, resourcing diverse women's rights organisations, primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.

We resource the work of diverse women's rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.

As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best we can be in the world at north-south partnerships. This means we seek to understand and leverage our locational power so that we know when to:

STEP UP and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements

STAND WITH feminist movements in solidarity and amplify the work of global south actors

STEP BACK when others are better placed to take the lead.

International Women's Development Agency (IWDA) has an Equal Opportunity exemption (H69/2022) and requests applications from people who identify as women only (including trans women).

*IWDA welcomes people with different skills and life experiences, and encourages women from culturally and linguistically diverse backgrounds, women with disabilities and First Nations women to apply. **Preference will be given to applicants who have experience in, or strong community ties to, one of the countries in which IWDA supports partners, especially PNG.***

Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct. All applicants must be legally entitled to live and work in Australia.

POSITION SUMMARY

The Senior Research, Policy & Advocacy Advisor is a job-share role, while the ongoing role holder undertakes a part time internal secondment. The position under recruitment will be responsible for IWDA's political and bureaucratic engagement; proactive advancement of IWDA's work on First Nations and Feminist Foreign Policy, within the Australian Feminist Foreign Policy Coalition, and; integration of, and support for, knowledge translation with other, internal teams. Alongside these lead responsibilities, the role under recruitment will provide support, as requested, to specific projects on transformative discourse and knowledge dissemination and use for influence; partner advocacy, and IWDA's research portfolio—as guided by our Feminist Research Framework.

The position contributes to the provision of feminist analysis, advice and support across the organisation in relation to research and evidence in programming, and targeted advocacy for influence. Across both parties in the job-share, the Snr Research, Policy & Advocacy Advisor will extend the organisation's influence and identity through engagement and publications that raise the profile of IWDA's work and learning with national and international partners to advance systemic change.

KEY RELATIONSHIPS

Reports to:	Director, Knowledge Translation & Equality Insights
Manages:	nil line reports
Internal:	Job-share role holder; CEO; Leadership team; Research, Policy & Advocacy team; t Communications team, and Partnerships team
External:	Donors and relevant non-government organisations; core group and organisational members of the AFFPC; gender and development networks, women's rights coalitions within Australia and overseas, Australian Government ministers, bureaucrats and parliamentarians

KEY RESPONSIBILITIES

- 1. Proactively advance IWDA's work on Feminist and First Nations Foreign Policy**
 - Provide high level coordination and leadership to the convening of the Australian Feminist Foreign Policy Coalition (AFFPC)
 - Contribute to the strategic articulation of how feminist foreign policy can be advanced in Australia—including through direct advocacy and use of strategic media
 - Proactively advance IWDA's work on First Nations and Feminist Foreign Policy (FFP) by building relationships and creating a constituency to advance dialogue
 - Connect the work of the AFFPC to the regional and global dialogues on FFP
 - Work with the IWDA Research Manager to identify and scope priority pieces of relevant research
 - Provide input to funding proposals and support implementation of resource mobilisation strategies to sustain and grow the AFFPC and enable its ongoing contribution to research, dialogue and practice.
- 2. Lead IWDA's engagement with parliamentary, party political and bureaucratic processes to advance gender equality**
 - Identify opportunities to advance IWDA advocacy priorities by leveraging our locational power
 - Lead the development of submissions to parliamentary inquiries and other calls for input to policy development processes.

- Design, and refine with internal stakeholders, advocacy strategies to transform discourse and advance IWDA's objectives
- Undertake feminist analysis of key issues and developments affecting gender equality to support advocacy activities and communication for development activities
- Manage relationships and, as requested, represent IWDA in research, policy and advocacy coalitions, working groups and women's rights networks

3. Enable the integration of research, policy and advocacy into the work of other teams at IWDA

- Lead engagement in cross-team working groups or information exchange forums predominantly with: the Pacific, Asia and Communications' teams
- Provide updates and information to other teams on existing RPA priorities and their connection to other portfolios
- Provide advice and support to Program Managers to enable integration of knowledge translation into partner-facing work
- Contribute to team and organisational monitoring, evaluation and learning data capture and reflections

4. Support other areas of the portfolio as required

SELECTION CRITERIA

Technical Experience

Essential:

1. Relevant qualifications and/or experience in International Development, Gender Studies or related field
2. Proven ability to effectively advocate priorities and positions to a variety of stakeholders in written and oral forms
3. Demonstrated ability in analysing and promoting policy and practice that advances feminist and development thinking
4. High level emotional intelligence and relationship development experience

Desirable:

5. Knowledge of feminist foreign policy
6. Connections with First Nations individuals and organisations with an interest in foreign policy
7. previous research experience

Behavioural Competencies

- Valuing Diversity
- Empowerment
- Managing Work & Quality
- Acting with Transparency
- Building Trusting Relationships
- Collaborating for success
- Learning, Improving & Adapting
- Judgement & Decision Making

GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- Support and demonstrate IWDA's Values and Behavioural Competencies
- Act at all times in accordance with IWDA's Code of Conduct and Policies
- Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices

- Support a child safe organisation and undertake a police check prior to commencement and every 3 years thereafter

TRAVEL REQUIREMENTS

Advisors may be required to undertake travel to support IWDA's research and policy engagements, including in partner countries. It is a condition of employment that staff abide by all IWDA security and safety policies and procedures. Travel to remote locations may be required and staff should be confident and fit to travel to these locations.