

ROLE:	Policy and Advocacy Coordinator
REPORTS TO:	Chief Executive Officer (CEO)
PARALLEL SUPPORTS:	Finance/Membership/Events/Advocacy
KEY STAKEHOLDERS:	External Providers: Government agencies, advocacy groups, and community organisations Internal Providers: VESPIIA members and Operational Committee teams.
STATUS:	Volunteer Position

ORGANISATION OVERVIEW

The Veterans, Emergency Services & Police Industry Institute Australia (VESPIIA) is a for-impact organisation built to support the supporters, acting as a peak body for the organisations, staff and volunteers working to deliver support and programs to Veterans, Emergency Services, Police and their families.

VESPIIA achieves this through providing advocacy and lobbying on behalf of the sector, professional development and networking events, resources and other support, to ensure our members can deliver the best possible support to the community.

ROLE OVERVIEW

The Volunteer Policy and Advocacy Coordinator will support VESPIIA's efforts to influence public policy, amplify the organisation's voice, and advocate for the needs of veterans, emergency services personnel, police, and their families. This role involves monitoring policy developments, preparing advocacy materials, and engaging with stakeholders to drive systemic change aligned with VESPIIA's mission.

KEY RESPONSIBILITIES

1. Policy Research and Monitoring
 - Monitor legislative and policy developments at local, state, and federal levels relevant to VESPIIA's mission.
 - Conduct research to identify policy gaps and opportunities for advocacy.
 - Prepare briefing papers, fact sheets, and reports to inform VESPIIA's advocacy efforts.
2. Advocacy Planning and Implementation
 - Assist in developing advocacy strategies and campaigns that align with organisational goals.
 - Coordinate engagement with government agencies, policymakers, and advocacy groups.
 - Draft correspondence, submissions, and position statements to influence decision-makers.
 - Support the development of the Future Frontlines papers.
3. Stakeholder Engagement
 - Build and maintain relationships with key stakeholders, including government representatives and partner organisations.
 - Represent VESPIIA at meetings, forums, and advocacy events to promote its objectives.
 - Facilitate collaboration among VESPIIA members to gather input and strengthen advocacy efforts.
4. Communication Support
 - Work with the Marketing and Communications team to create materials that communicate advocacy priorities to members and the public.

- Work with the Events team to deliver round table discussions to aid VESPIIA's policy and advocacy initiatives.
 - Contribute to newsletters, social media posts, and other content to raise awareness of policy issues and advocacy outcomes.
5. Administrative Support
- Maintain records of advocacy activities, stakeholder interactions, and policy submissions.
 - Track progress against advocacy goals and prepare updates for the Operational Committee.
 - Contribute to the preparation of impact reports and evaluations of advocacy efforts.

SKILLS AND COMPETENCIES

- **Research and Analysis:** Ability to analyse policy issues and synthesise information into clear and actionable recommendations.
- **Advocacy Skills:** Understanding of advocacy principles and strategies to influence policy and decision-making.
- **Communication Skills:** Strong written and verbal communication skills to articulate VESPIIA's positions effectively.
- **Interpersonal Skills:** Ability to build and maintain relationships with diverse stakeholders.
- **Organisational Skills:** Strong time-management and organisational skills to handle multiple tasks and deadlines.
- **Passion for Service:** A commitment to supporting those who serve our communities.

QUALIFICATIONS AND EXPERIENCE

- Prior experience in policy, advocacy, or research is beneficial but not required.
- Enthusiasm for contributing to a volunteer-driven organisation.
- Familiarity with government and legislative processes is a plus.

COMMITMENT AND EXPECTATIONS

- Approximate time commitment: 3-5 hours per week, flexible based on availability and deadlines.
- Attend monthly Operational Committee meetings (virtual or in-person as required).
- Maintain regular communication with committee leads to report progress.

SUPPORT PROVIDED

- Orientation to VESPIIA's mission, goals, and processes.
- Access to templates, resources, and team support for policy and advocacy tasks.
- Opportunities for skill development and networking within the sector.