



Australian Federation
of Islamic Councils

Job Advertisement

We are recruiting – Policy and Advocacy Manager

Readvertised Position

Peace and Blessing upon you

The Australian Federation of Islamic Councils (AFIC) is recruiting for a Policy and Advocacy Manager to support the strategic and advocacy at AFIC. This is a newly created position that adds to the capacity of the organisation at an increasingly sensitive and important time, engaging stakeholders internally and externally.

This position will support the creation of policy papers, submissions on legal reform and inform the community on key issues.

Applications are as per the **instructions attached**, and will be open **till Friday 15 March 2024**.
(extended)

AFIC is the peak organisation of Muslim organisations in Australia, established in 1964 it has pioneered many initiatives that has supported the community. More information about AFIC can be found at www.afic.com.au

Australian Federation of Islamic Councils

*The peak body for Australian Muslims representing
State and Territory Islamic Councils and Societies*



Sydney (Head Office): 932 Bourke Street, Zetland, NSW 2017

Melbourne: 66-68 Jeffcott Street, West Melbourne VIC 3003

Canberra: 21/41 Liardet Street, Weston ACT 2611

Perth: 17 Mercantile Way, Malaga WA 6090

W: afic.com.au **E:** admin@afic.com.au **PH:** (02) 9319 6733



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How to Apply for a Position with the Australian Federation of Islamic Councils (AFIC)

1. All positions that are advertised with AFIC will have a
 - a. Title
 - b. selection criterion
 - c. description of the role, and
 - d. closing date
2. All Applications must be sent by email to jobs@afic.com.au by the close of business as listed on the advertisement.
3. Applicants must
 - a. Provide a statement against the criteria listed, this should be a short form document of two to three pages, though this is a guide.
 - b. A Resume with at least two referees must be provided.
 - c. All applicants must have work rights in Australia.
 - d. Any qualifications required or referred to by the applicant will need to be provided at the interview or otherwise advised.
 - e. Any successful applicant must provide 100-point ID check.
4. Once an application is received, AFIC will short list the applicants based on the merit of the application on the information provided, this can take from 1-3 weeks.
5. Shortlisted applicants will be requested to attend an interview with a panel with at least 5 days' notice.
6. The Panel will make the final recommendation to the Executive Committee.
7. The Panel may decide to extend or otherwise alter the advertising process as appropriate to the recruitment process, and applicants will be advised of any changes.



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Position Title	Policy and Advocacy Manager
Organisation	Australian Federation of Islamic Councils Inc
Location	Zetland, NSW
Employment Status	Flexible (Full time, Part Time)
Position Level / Grade	Up to \$125,000pa

Scope

We are seeking an experienced, passionate individual who can work with AFIC Leadership to progress and support the policy interests of the organization for members and the communities we represent.

This position will play a key role in developing AFIC's Submissions, policy positions and assist in driving relevant advocacy and lobbying. Reporting to the CEO and the Executive Committee, the position will inform our policy platform, respond to policy and legislative challenges, and implement campaigns that drive our strategic direction.

Key Selection Criteria

- Relevant Tertiary Qualifications or demonstrated relevant experience.
- Experience in policy work, humanitarian, and legal issues.
- Understanding of the political and Government landscape and the institutions around it.
- Ability to resource management on complex issues.
- Experience in using reporting systems to analyse data and create reports to provide advice on strategic items.
- Excellent communication skills.
- Ability to work with key leadership figures, major stakeholders and community leaders to drive policy and advocacy initiatives.

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Key Responsibilities

Strategic

- identification of current and emerging issues and needs analysis.
- Participate in the development of the Strategic Plan and Business Plan
- Ensure the organisation is well informed and able to navigate the complex landscape to meet the organisational goals

Delivery

- Develop AFIC's policy platform and options, covering a broad scope of topics from legal, humanitarian and media impacts.
- Develop, direct, and develop submissions with an evidence base and assist with the subsequent promotion of key terms to relevant stakeholders
- Implement and promote practices, policies, strategies, and systems that contribute to the AFIC's goal and values.
- Support the development of organisation programs and member organisations and the community we serve.
- Use relevant and available systems and tools to retrieve and analyse data as necessary.
- Promote evidence-based practise.

Expansion

- Translate and contribute to best practice outcomes to increase knowledge across AFIC
- Analyse policy and data and other relevant information to support evidence-based recommendations for program/project development and improvement.
- Support reflective practices.
- Facilitate the development of funding submissions and applications by providing support as required.
- Support staff in their functions by providing policy analysis, research, and other assistance as required.

Relationships

- Collaborate with internal teams, including legal, communications, and research, to ensure alignment of policies with overall organizational goals.
- Work closely with external stakeholders, such as industry associations and advocacy groups, to build alliances and coalitions.
- Provide training sessions and educational materials to internal staff on relevant policies and procedures.
- Raise awareness among members and the public about the organization's policy positions and initiatives.

Reporting

- Ensure timely and accurate reporting of programs/projects.
- Assist with reporting and evaluation activities, including database reporting, written reports and evaluations.
- Manage collecting evidence and statistics for reports and promotions as required.