



AUSTRALIAN MUSLIM WOMEN'S CENTRE FOR HUMAN RIGHTS
Equality without Exception

Research, Policy and Advocacy Coordinator Job Description

Position Title:	Research, Policy and Advocacy Coordinator
Location:	Fitzroy North 3068
Salary:	Level 5
Tenure:	1 year fixed term
Hours of employment:	38 hours per week
Conditions of employment:	In accordance with <i>SCHADS Award 2010</i>

ORGANISATION INFORMATION

The Australian Muslim Women's Centre for Human Rights (AMWCHR) is an organisation of Muslim women working to advance the rights and status of Muslim women in Australia. We are a non-religious organisation reflecting the sectarian, cultural and linguistic diversity within the Muslim community.

We work for the rights of women by:

- Empowering women's self-determination
- Bringing a human rights approach to bear on issues of inequality and disadvantage
- Working with individuals, the community, and government to advocate for equality within the Australian context.

We aim to inspire positive action by others and aspire to continuously enhance the quality, impact and effectiveness of our work.

The AMWCHR community portfolio works with individuals, groups and service providers in the following areas:

- Case work, referrals, secondary consultation and outreach
- Advocacy
- Community-based programs and service delivery
- Capacity building
- Leadership development
- Policy development
- Partnership projects

The AMWCHR corporate portfolio undertakes:

- Research
- Training development and delivery
- Publications
- Consultancy services.



POSITION SUMMARY

The Research, Policy and Advocacy Coordinator (**Coordinator**) provides advice and support to the Management team and the CEO of AMWCHR on research, policy, advocacy and training initiatives.

The Coordinator is responsible for contributing research to inform and ground the practice within the organisation, strengthen the AMWCHR research program, contribute to policy reform and advocacy on issues pertaining to Muslim women and the community.

This role requires sound conceptual and analytical knowledge around human rights and gender equality issues relevant to Muslim communities, the ability to successfully manage a range of competing demands and to translate research on systemic issues into practice and reform.

The Coordinator is also expected to contribute to building the organisation's knowledge and research base as it relates to informing policy, programs and services to position AMWCHR as the leading voice on issues relevant to Muslim women in Australia. The role will contribute critical, relevant and timely research to support the organisations corporate training programs, publications, submissions and policy positions.

The Coordinator will also have experience in research ethics, effective communication skills and reporting research outcomes as well as an ability to conduct research and program evaluations.

Working closely alongside the CEO, COO and Digital Communications/Marketing staff to prepare policy papers, briefings and position papers to inform the Board where required as well as develop, participate in and coordinate research projects where relevant with external stakeholders.

REPORTING

Reports to:	Chief Operations Officer
Manages:	N/A
Key liaison:	Management team, COO, CEO, Social Media/Digital Marketing Coordinator, Organisational Support team and all other staff
External Liaison:	Funding bodies, education and academic sectors, other external stakeholders.



KEY RESPONSIBILITIES

- Lead the development of the AMWCHR research, policy and advocacy strategy outlining priorities and key focus areas in consultation with the management team and under the direction of the CEO.
- Deliver high quality research and policy analysis on national and international issues affecting Muslim communities, particularly women.
- Provide strategic advice and support to the CEO, including conducting comprehensive research, on relevant issues affecting Muslim women, to support AMWCHR's position statements, policy submissions, presentations, publications and media appearances.
- Contribute to, and advise on, the design and development of research and policy initiatives and programs undertaken by the AMWCHR.
- Conduct research to review and develop content for corporate and sector training on areas of expertise held by the AMWCHR.
- Support the implementation of research and training initiatives including developing research tools and documentation, reporting of research findings, conducting research using various methodologies, delivering training as needed.
- Contribute to ongoing learnings that emerge through the implementation of research and training activities and use these to continuously refine and improve service provision.
- Undertake research for AMWCHR policy submissions where relevant and assist in the writing of funding and grant submissions.
- Establish and maintain relationships with relevant research organisations, peak bodies and universities to position AMWCHR as the leading voice on issues pertaining to Muslim women in Australia, including identifying opportunities for meaningful collaboration.
- Build relationships with external stakeholders to facilitate the expansion and raise awareness of AMWCHR research and training activities, including community leaders within and outside of the sector, service providers and corporate sector
- Contribute to strategic planning and periodic organisational reviews against set plans.
- Contribute to the development of policies and procedures relevant to the corporate portfolio of the AMWCHR.
- Participate in supervision meetings and performance appraisal processes as required.
- Model AMWCHR's values and associated behaviours within AMWCHR and across external liaisons.
- Maintain positive collegiate relationships with management and colleagues, reporting relevant issues and contributing to a professional and harmonious workplace.
- Undertake ongoing review of Muslim literature, collating information consistent with AMWCHR objectives.
- Develop effective advocacy and engagement strategies to see research and policy recommendations turned into effective practice.



KEY SELECTION CRITERIA

The recruiting panel will need to feel confident that the successful candidate will understand AMWCHR values, integrate the values into their work and demonstrate behaviours that reflect the values.

Highly Desirable

- Ability to work successfully in a changing environment, accept new challenges and continually strive for improvement
- Ability to communicate effectively with a diverse range of people, to develop and maintain professional relationships and share concepts, information and ideas successfully.

Mandatory Key Selection Criteria:

- Knowledge of a range of social science research methodologies including quantitative, qualitative and applied research.
- Qualifications in social sciences and research.
- Qualifications in policy development.
- Experience in advocacy and communications.
- Experience in conducting successful social science research.
- Understanding of social policy and the application of research to policy, programs, and practice.
- Advanced verbal, writing and research skills.
- Demonstrated experience in effectively communicating, networking and engaging with diverse stakeholders
- Ability to take responsibility and work both independently and within a team environment.
- A high level of initiative and leadership skills.
- Analytical and conceptual skills.
- Well-developed time management and organisational skills.

Endorsed byDate: