# Policy Officer

About the role

As a Policy Officer, you will work closely with the Chief Operating Officer (COO) to write and develop high-quality policy briefs that will be featured in FORE Australia’s Solutions Library. Your role will involve researching policy issues, liaising with NGOs, academics, and decision makers, and transforming complex research into clear, actionable recommendations. You’ll also play a key role in building and maintaining the organisation’s network of collaborators, ensuring a diverse range of voices contribute to the policy discussions. With 4-10 hours per week, this role offers a unique opportunity to shape impactful policy solutions and will evolve into part of the core Policy Specialist team at FORE Australia.

Key Criteria

* **Experience**: Previous experience in policy research, advocacy, or related fields; familiarity with legislative processes is an advantage.
* **Skills**: Excellent research, writing, and editing skills, with the ability to distill complex information into clear, actionable briefs.
* **Knowledge**: Understanding of public policy issues and the role of social enterprises in addressing these challenges.
* **Networking**: Strong relationship-building skills to engage with NGOs, academics, and decision makers.
* **Motivation**: A commitment to advancing social change through policy development.

Other benefits

* Involvement in the creation of impactful policy briefs that shape public discourse and drive social change.
* Opportunity to network with NGOs, academics, and decision makers in the social enterprise sector.
* Flexible working hours (4-10 hours per week) that fit your lifestyle.
* Development of research and writing skills in a practical, mission-driven setting.
* Access to mentorship and guidance from experienced policy professionals.
* Be part of an organisation focused on public engagement and solutions that matter to communities.
* We anticipate that these roles will transition to paid positions as our organisation expands

How to apply

Please submit an application via the link: [Policy Officer Application form](https://docs.google.com/forms/d/e/1FAIpQLSfFi9XfhxztkIctmfNSoOjlNre6sCu0aLSDw6pW31-MTFrjyg/viewform?usp=sf_link)