

National Submissions Manager

Position Description

Classification	Volunteer	Duration	Ongoing or min. 12 months
Location	Online	Time Commitment	2-4 hours per week; may be greater at peak times
Reports To	Director of Advocacy	Applications Close	Applications now open

Who We Are

The Animal Justice Party was formed in response to a growing number of voters who feel strongly that much more needs to be done through the Australian parliamentary system to assist in the wellbeing of animals. With thousands of members across Australia, elected MPs in the New South Wales and Victorian Parliaments and Local Government Councillors in Victoria and NSW, the Animal Justice Party is part of a rapidly growing international movement. Our vision is a planet on which animals are treated with respect, dignity and kindness, where they are able to flourish in their respective environments, and where their unique needs and capabilities are recognised and their interests protected.

Position Overview

As the National Submissions Manager for the Animal Justice Party, you will lead the development and national submissions on behalf of the Party, to that ensure animals have a voice in decision-making. You will research, write and review submissions, and support our states and territories to do the same for state-level submission opportunities.

Responsibilities

In this role you will report to the Director with the Advocacy portfolio to:

- Identify suitable submission opportunities for the Party at a National and State level;
- Conduct research to develop national-level submissions in line with Party policies, including liaising with MPs, subject experts, and other organisations as appropriate;
- Support State Branches to develop state-level submissions, and review submissions in consultation with the Director of Advocacy;
- Maintain a submissions calendar;
- Support the development of submission guides, templates and process documents; and
- Provide reports and advice to the Board as required.

Selection Criteria

To underpin your role within the Animal Justice Party you will:

- Be dedicated to ending animal cruelty;
- Obtain sound knowledge and understanding of the Animal Justice Party; and
- Demonstrate commitment to the Animal Justice Party policies, positions and values.

Our values are Kindness | Equality | Kindness | Rationality

This role is only open to financial Members of the Animal Justice Party. In addition to this, the applicant must have:

- Experience in submission-writing;
- Understanding of animal issues relevant to the political arena;
- The ability to engage in robust, respectful debates and to have your ideas challenged;
- Research, evaluation and statistical skills;
- The ability to develop rational argument using available evidence; and
- Well-developed writing skills in order to portray evidence and arguments in a compelling way.

Desired experience:

- Project management skills.
- An understanding of primary and secondary sources of information and how to reference when required.
- Experience working or volunteering within a not-for-profit, charity and/or political party.

A Selection Panel will interview selected applicants and make a recommendation for appointment of the successful applicant to the Board of Directors.

Equal Opportunity Employer – The Animal Justice Party is an equal opportunity organisation, which means we strongly encourage any interested and qualified people to apply – we do not discriminate on the basis of sex, age, race, religion, sexual orientation, gender identity or disability.

Conditions

All Animal Justice Party volunteers are expected to sign a Confidentiality Agreement, a Code of Conduct Agreement, and a Volunteer Agreement.

All National Managers must also provide or obtain a National Police Certificate or Working With Children Check (fees will be reimbursed).

How to Apply

To express your interest in this role, please send your CV and a covering letter addressing the Selection Criteria to secretary@animaljusticeparty.org.

Please feel welcome to contact us with any queries about this position.