Position Description

Role	Adviser
Terms	Part time (0.6 FTE)
Reports to	Chief Executive Officer
Industrial Instrument	*Fair Work Act 2009* and the Social, Community, Home Care and Disability Services Industry Award 2010
SCHADS Level	Level 4
Location	2/229 Greenhill Road, Dulwich SA 5065 Some flexible arrangements negotiable.

About Connecting Foster and Kinship Carers South Australia

Connecting Foster and Kinship Carers South Australia Inc (CFKC) is the independent peak representative body for foster and kinship carers (carers) in South Australia.

CFKC aims to elevate and ensure the voices of all South Australian carers are represented and their rights upheld, whilst the care for children and young people.

CFKC is committed to ensuring carers are recognised, valued and supported to remain focused on their families – with the confidence and continued capacity to raise children and young people to recover from trauma, regain their potential and enjoy a positive future.

What we do

As the independent peak body for foster and kinship carers in South Australia, we seek to positively influence the experience of the people who care for some of the most vulnerable children and young people in our state.

We do this through individual and systemic advocacy, including the Carer Advocacy Service which works directly with carers, and systemic advocacy through elevating the voices of carers in our engagement with decision makers across government and the sector.

CFKC is an inclusive, safe and respectful organisation which celebrates diversity and actively supports the inclusion of people with lived experience of the out of home care system, people from Aboriginal and Torres Strait Islander communities, LGBTIQ+ communities, people with disabilities, people from diverse cultural and linguistic backgrounds and people with diverse religious beliefs or affiliations. We welcome conversations around reasonable adjustments and how we can create a safe cultural space.

About the role

The person in this position will work closely with the Chief Executive Officer and other team members to support the implementation of the strategic direction of CFKC, including through business planning and day-to-day management, systemic advocacy and policy and program analysis.

In this position, you will contribute to policy analysis, lead projects and work with the team to enable a strong organisation culture focused on delivering positive outcomes for foster and kinship carers in South Australia, and the children in their care.

Key responsibilities:

Support development of policy positions

- Lead the drafting of policy documentations, submissions and other policy advocacy materials.
- Contribute and lead elements of CFKC's policy development work in relation to carers, child protection and the broader system.
- Represent CFKC in some community sector forums and report back insights to your colleagues

Support collection and analysis of data

- Develop surveys to collect information for foster and kinship carers, including the annual Carer Survey in partnership with the CEO
- Support collection of insights from carers through formal and informal engagement and draw on them to support policy development.
- Contribute to quarterly departmental reporting and Board reporting, including recording and analysis of insights for contributions to systemic advocacy

Support and lead projects

- Support implementation of projects (for example, the Reconciliation Action Plan)
- Establish project management frameworks for projects in the organisation and ensure projects you are working on are tracking to time.

Other responsibilities

- Other reasonable tasks as required by your manager and organisation.
- Contribute to a positive workplace culture
- Perform your role in line with required federal and South Australian laws
- Undertake annual performance development planning, including twice yearly conversations with your manager about opportunities for professional growth

Key Selection Criteria

1. Proven ability to undertake the key responsibilities outlined above
2. Experience in project management techniques which are fit for purposes (i.e. not overly complex, flexible, but support timely project delivery).
3. Strong verbal, non-verbal and written communication skills, with the ability to listen, clarify, explore options and provide advice leading to satisfactory resolution of problems
4. Ability to undertake basic data analysis in Microsoft Excel, and capacity to expand on these skills.
5. An ability to communicate with a diverse range of individuals and services, including Aboriginal communities, culturally and linguistically diverse communities
6. Ability to build and sustain positive working relationships and networks with internal and external stakeholders
7. Ability to work semi-autonomously, and an understanding of the importance of asking questions when you do not know something.

8. Familiarity with Microsoft Office applications

Desirable criteria

1. Understanding of child protection, family services or a related human services area, including through work or lived experience.
2. Experience in politics or media.
3. Tertiary qualifications in social sciences, law, or a related field
4. Experience with online survey tools, such as Survey Monkey or Microsoft Forms

Applicant Notes:

It is expected that the successful applicant will have:

- A satisfactory SAPOL National police clearance
- A current Working with Children Check
- Attended Child Safe Environments training in the past 3 years (or be willing to attend) and maintain this training
- Australian citizenship or permanent residence status

Pre-employment checks and Child Safe Environment:

As a child safe organisation, CFKC puts the best interests of children and young people first to ensure their safety and wellbeing.

All appointments require reference checks; national criminal records checks and Working with Children Check clearance. Additional training regarding the promotion of safety of children may be required.

All staff at CFKC have an obligation to uphold the safety, rights and wellbeing of all children and promote a culture of child safety, CFKC has a zero-tolerance approach to child maltreatment, abuse and neglect.