

Position Description: Queensland Policy Fellowship Officer

Left Right Think-Tank is an independent and non-partisan organisation run by over 60 volunteers between the ages of 16 and 24 across four states. Our vision is a society that seeks and embraces the ideas of young people and our mission is to involve young people in public policy. We achieve our vision by engaging and educating a generation of young people in shaping Australia's future and elevating young people's policy ideas to inspire others to become involved. We are seeking Policy Fellowship Officers to work within the Queensland Team.

Location: Brisbane

Time commitment: 8-12 hours per week

Reporting to: Queensland Policy Fellowship Manager

Key responsibilities:

- Working closely with the Queensland Policy Fellowship Manager to deliver the Policy Fellowship Education Program in Queensland – the Program guides a select group of young people (Fellows) in producing a policy paper and recommendations via workshops led by Left Right staff and representatives from government, the media, non-government organisations and other key stakeholders
- Being a point of contact for the Fellows
- Assisting the Fellows with policy development
- Supporting the Fellows in the advocacy and campaign stage

Training and learning opportunities:

- In-house training
- Ongoing support from the Queensland Policy Fellowship Manager
- Opportunity to develop relationships with professional mentors
- Allowance to undertake training courses relevant to the role

The ultimate candidate should...

- Show an interest in public policy
- Have excellent oral and written communication skills
- Demonstrate outstanding organisational and time management skills
- Have strong interpersonal skills
- Have good teamwork skills
- Be able to meet a time commitment of 8-12 hours per week

How to apply:

Email your CV and a brief cover letter in response to the above selection criteria to recruiting@leftright.org.au