



## Position Description: Director of Public Affairs

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**Location:** Melbourne, Australia

**Reports to:** Chief Executive Officer (CEO)

**Role Type:** Full-time

The Zionist Federation of Australia (ZFA) is an elected representative body of the Australian Jewish community, dedicated to promoting a thriving Jewish community in Australia and an enduring connection with Israel. The Director of Public Affairs will focus on policy, research, and advocacy to enhance the ZFA's impact in representing the interests of the Australian Jewish community and Israel within the Australian political and societal landscape.

This position is a full-time role based in either Melbourne or Sydney.

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### POSITION OBJECTIVES:

- Support the ZFA to develop and execute a public affairs strategy to advance the ZFA's policy and advocacy goals through expert advice, research and execution.
- Lead the creation of high-quality policy submissions, position papers, and opinion pieces.
- Provide expert research and insights on Israel, the Middle East, the Jewish world and other political issues relevant to the ZFA's objectives.
- Strengthen the ZFA's position as a thought leader on issues concerning Israel, Zionism, and the Jewish community in Australia.

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### KEY RESPONSIBILITIES:

#### Policy and Advocacy

- Develop well-researched and persuasive policy submissions to government, parliamentary inquiries, and other bodies on key issues affecting Israel, Zionism, and the Jewish community.
- Draft position papers and responses to emerging political, security, and societal challenges in the Middle East.
- Provide strategic advice to the ZFA leadership on key public affairs issues.

#### Research and Analysis

- Conduct research on Middle Eastern politics, Australian political trends, and topics affecting the Jewish community.
- Monitor developments in international relations and local policies to identify advocacy opportunities and challenges.

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## REPRESENTATION. ADVOCACY. CONNECTION.

President Jeremy Leibler | Chief Executive Officer Alon Cassuto

Constituent Organisations State Zionist Councils of: ACT | New South Wales | Queensland | South Australia | Victoria | Western Australia

Affiliated Organisations: Ameinu | ARZA | Australian Forum of Russian Jewry | Australasian Union of Jewish Students | Australian Zionist Youth Council | Friends of Likud  
Jewish National Fund Australia | Maccabi Australia | Mercaz Masorti Australasia | Meretz Australia | Mizrahi Organisation | National Council of Jewish Women Australia  
Union for Progressive Judaism | United Israel Appeal Australia | Women's International Zionist Organisation

- Prepare detailed briefing notes and talking points for ZFA leadership for meetings with politicians, officials, and community stakeholders.

### **Media and Publications**

- Write opinion pieces and commentary to be published in Australian media outlets, reflecting the ZFA's position on critical issues.
- Prepare detailed, well-argued submissions to inquiries, commissions, and other relevant platforms.
- Collaborate with the Director of Communications to align messaging across platforms while maintaining a focus on public affairs.

### **Stakeholder Engagement**

- Build and maintain strong relationships with policymakers, academics, NGOs, and think tanks.
  - Represent the ZFA at relevant public forums, events, and meetings.
  - Develop partnerships with organisations and experts to enhance the ZFA's advocacy reach.
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## **QUALIFICATIONS AND KEY SELECTION CRITERIA:**

- 1. Knowledge in Middle Eastern Politics and Jewish Affairs**
  - knowledge of Middle Eastern politics, history, and security dynamics.
  - Strong understanding of issues affecting the Jewish community in Australia and worldwide.
- 2. Policy and Research Skills**
  - Demonstrated ability to produce high-quality policy submissions, briefing notes, and analytical research.
  - Experience in preparing opinion pieces or commentary for publication.
- 3. Communication Excellence**
  - Exceptional written and verbal communication skills, with a talent for crafting persuasive and nuanced arguments.
  - Ability to distil complex issues into clear and compelling narratives.
- 4. Strategic Insight**
  - Strong analytical skills with the ability to connect political, social, and cultural trends to strategic objectives.
  - Demonstrated experience in advising leadership on public affairs and advocacy.
- 5. Interpersonal and Organisational Skills**
  - Proven ability to build and maintain professional relationships with diverse stakeholders.
  - Strong organisational and time-management skills, with the ability to handle multiple priorities effectively.
- 6. Commitment to Zionism and Jewish Identity**
  - Alignment with the mission and values of the Zionist Federation of Australia.
  - Passion for fostering connections between Australia and Israel.

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**APPLICATION PROCESS:**

Interested candidates should submit a resume and cover letter addressing their qualifications and suitability for the role to [zfa@zfa.com.au](mailto:zfa@zfa.com.au). Applications will be reviewed on a rolling basis.