



Research, Insights & Advocacy Lead Role Description

Reports to: General Manager, Operations

Dotted line to: CEO

Location: Remote based in Australia

Type: Part-time (annualised hours – averaging 0.4 FTE)

Term: 24 months fixed-term OR permanent (negotiable), with potential for extension

Remuneration: Total remuneration is AUD \$50,000 per annum (based on 0.4 FTE)

Purpose of the Role

The purpose of the Research, Insights & Advocacy Lead position is to deliver and coordinate global research, insights, and advocacy initiatives that strengthen the visibility and impact of the change management profession.

This is a hands-on role ideal for someone who enjoys translating ideas into action through writing, coordination, and stakeholder engagement, while also helping shape how research and advocacy evolve as core capabilities of the Institute.

The role will lead the next phase of the Futures of Change (FOC) program and support the development of a broader research and advocacy function.

The Futures of Change program explores how the change management profession is evolving. It identifies key trends and future skill needs, helping the Institute shape its strategy and support members in staying relevant, growing their capabilities, and demonstrating their value in a changing world.

This role plays a key part in realising the Institute's mission to elevate the profession through insight-driven content, advocacy, and thought leadership.

Key Role Responsibilities

Research & Insights Creation

- Develop a Research & Insights calendar of activities and events
- Coordinate the development of thought leadership content aligned with the Institute's strategy
- Develop content and resources based on research findings (e.g., reports, summaries, articles, infographics), ensuring messaging is clear, compelling, and globally relevant
- Identify emerging themes for follow-up research and insight pieces
- Contribute to the design and delivery of Stage 2 of the Futures of Change program
- Support the setup and coordination of an Insight Advisory Council (or equivalent mechanism) to help guide future priorities and validate insights

Research & Insights Creation

- Develop and implement an advocacy agenda aligned with research insights and the Institute's mission
- Monitor policy and industry developments to identify areas for external positioning or engagement
- Draft communications, briefs, or position pieces to support advocacy goals

Program Coordination & Events

- Coordinate and deliver a calendar of engagement activities that bring the FOC and other research to life (e.g. webinars, panels, discussions)
- Manage logistics, promotion, and speaker liaison for events related to the FOC and broader insights work

Partnerships & External Engagement

- Build and maintain strong relationships with members, partners, and aligned organisations
- Identify media, collaboration, and distribution opportunities to extend reach and influence
- Identify opportunities to represent the Institute in relevant communities and forums where appropriate

Internal Collaboration & Reporting

- Work closely with the operations team to align and coordinate activities
 - Provide regular updates to the CEO and GM on progress, learnings, and opportunities
 - Help develop simple planning and tracking tools to keep advocacy and insight activities on course
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Skills & background

We're looking for someone who enjoys both leading and doing; someone confident taking initiative, managing multiple workstreams, and producing high-quality outputs with minimal supervision.

- Experience developing written content based on research or insights (reports, whitepapers, summaries)
 - Strong skills in organising and delivering events (virtual and/or in-person)
 - Exposure to research practices, including synthesis, literature review, and insight development
 - Strong communication and stakeholder engagement skills
 - Confident writing across formats and for diverse audiences
 - Experience working with professional associations, nonprofits or advocacy organisations
 - Highly organised, self-motivated and reliable
 - Familiarity with tools such as Canva, Zoom, SharePoint, and collaboration tools and platforms is an advantage
 - Confident with AI-powered tools to support content creation, research, and workflow efficiency
 - Eligible to work in Australia
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What Success Looks Like

- Stages 1 and 2 of the Futures of Change program are launched and implemented, with aligned engagement activities
- A simple but clear advocacy agenda and calendar are in place
- An Insight Advisory Council (or equivalent) is formed and is operating
- Internal systems are in place to support coordination, planning, and tracking
- The research and advocacy function has momentum, with clear next steps identified