

Position Description

Youth Leadership Officer – MYAN (CMY 104)

Part-Time / FTE/ Fixed term

Part time (0.2 FTE) 1 day per week, Fixed term

Salary and conditions

SCHADS Level 2 plus:

- Salary Packaging which provides up to \$15,900 tax free
- Superannuation at 9.5%
- Annual leave loading
- Pay rise of approximately 4% per annum
- Generous entitlements including cultural leave options and flexible work arrangements.

Award / Certified Agreement

Social, Community, Home care and Disabilities Award 2010 and CMY Enterprise Bargaining Agreement 2015-2018 or any replacement agreement.

Reports To

MYAN National Coordinator

Multicultural Youth Advocacy Network (MYAN) Australia is the national peak body representing the rights and interests of young people from refugee and migrant backgrounds – Australia’s national voice on multicultural youth issues. The MYAN works in partnership with young people, government and non-government agencies at the state and national levels to support a consistent approach to addressing the particular needs of young people from refugee and migrant backgrounds in policy and practice. MYAN facilitates a national approach to youth settlement through its broad networks and partners in each state and territory. MYAN undertakes a range of policy and sector development activities, including:

- Producing policy papers, data reports, resources and a regular *eNews*,
- Designing and delivering professional development,
- Hosting national teleconferences on key policy issues,
- Hosting national events,
- Engaging in research partnerships,
- Facilitating access to MYAN networks across Australia.

MYAN also supports the development of young people’s leadership and advocacy skills through national youth events and a national Youth Ambassador’s Network. See www.myan.org.au

MYAN is auspiced and chaired by the Centre for Multicultural Youth (CMY). CMY is a Victorian not-for-profit organisation supporting young people from migrant and refugee backgrounds to build better lives in Australia. Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, CMY works to remove the barriers young people face as they make Australia their home. This position will be employed by CMY and based at CMY’s Carlton office.

Position Summary

The MYAN Youth Leadership Officer will play a key role in supporting MYAN’s engagement with young people, including supporting MYAN’s national Youth Ambassador Network (YAN).

Accountabilities

- Managing regular communication with the YAN, including convening meetings and communication between YAN members outside meetings.

- Supporting the implementation of the YAN Workplan, including YAN members' participation in leadership and advocacy opportunities.
- Facilitating the engagement, participation and support of young people in MYAN activities, including MYAN's national conference in November 2017.
- Undertaking written work as required, such as minutes of meetings.
- Completing administrative responsibilities, such as timesheets, in a timely manner.
- Abiding by the policies and procedures of CMY and operate within the Code of Conduct.
- Performing all tasks in line with CMY values of Participation, Diversity and Human Rights.
- Consistent with the strategic directions of CMY carry out all other duties as directed.

Key Selection Criteria

- Understanding of and sensitivity to the experiences of young people from refugee and migrant backgrounds in Australia.
- Understanding of youth participation or leadership approaches with young people from refugee and migrant backgrounds.
- Administrative, organisational and time management skills.
- Good communication skills and an ability to work with a variety of people across a range of work situations.
- Ability to work within a small team and independently.
- Keen interest in working in the community, youth or multicultural sectors.
- Knowledge of Microsoft Office Suite (Outlook, Excel, Word, Access, PowerPoint).

Desirable

- Tertiary qualification in a relevant discipline (e.g. social sciences, community development) and/or work experience in the multicultural and/or youth sector

Additional Information

- CMY takes Child Safety seriously and short listed candidates are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process. These include but are not limited to Police Record and Working with Children Checks, and child safety focused referee checks.
- CMY is an Equal Opportunity Employer.
- In the context of Occupational Health and Safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.
- This role may require a capacity to work flexible hours and travel interstate.

Relationship to Performance Development and Review Plan

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

I have read, understood and approve the above position description:

Manager Name

Manager Signature Date / /

I have read, understood and accept the above position description:

Employee Name

Employee Signature Date / /