

## Position Description

### Policy and Advocacy Officer – MYAN (CMY99)

**Part-Time / FTE/ Fixed term**

Part time, 3- 4 days per week (0.6 to 0.8 FTE negotiable), Fixed Term  
Flexible working arrangements negotiable

**Salary and conditions**

SCHADS Level 6 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 training and 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](http://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 offices.

### Position Summary

Working with the MYAN team, the MYAN Policy and Advocacy Officer will play a key role in supporting the policy and advocacy work of MYAN through: consulting on, analysing and developing responses to emerging issues for young

people from refugee and migrant backgrounds and those who work with them. This includes engagement with stakeholders, including MYAN partners, across Australia.

The MYAN Policy and Advocacy Officer will:

## Accountabilities

- Provide quality and timely policy advice and responses to emerging issues in Australia, in consultation with key stakeholders.
- Undertake written work including: reports, policy submissions, policy papers, info sheets, newsletter articles, and other relevant publications as directed.
- Consult with young people, workers, government and non- government organisations to identify and inform policy responses.
- Collate and analyse data on the needs of young people from refugee and migrant backgrounds and settlement trends in Australia.
- Represent MYAN on advisory or working groups as required to advocate on issues for young people from refugee and migrant backgrounds.
- Manage relationships with key stakeholders across Australia including: MYAN partners, young people, government, national and state/territory organisations.
- Oversee MYAN projects as required.
- Abide by the policies and procedures of CMY and operate within the Code of Conduct.
- Perform all tasks in line with CMY values of Participation, Diversity and Human Rights.
- Consistent with the strategic directions of MYAN, carry out all other duties as directed.

## Key Selection Criteria

- Understanding of the experiences of young people from refugee and migrant backgrounds in Australia, including key policy issues of significance to this population group.
- Experience in social policy development, including an understanding of community development principles as they apply to policy development.
- Highly developed analytical skills in a complex policy environment.
- Highly developed interpersonal and written communication skills, including the ability to produce high standard written work for a variety of audiences (e.g. policy papers, submissions, reports, sector resources).
- Demonstrated skills and experience in managing and building effective relationships across various sectors. This includes the ability to motivate, influence and collaborate with a variety of stakeholders in the government and non-government sectors and with young people.
- Highly developed project management and organisational skills, including good team work skills and the ability to manage a work program independently.
- Tertiary qualifications in the social sciences, community development, public policy or other appropriate discipline.

## Desirable

- Demonstrated experience in policy work and/or stakeholder management at a national level.
- Demonstrated research skills.

## 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 ..... / ..... / .....