

POSITION TITLE:	National Manager MYAN		
REPORTS TO:	Chair MYAN		
POSITION CLASSIFICATION:	Full Time, Fixed Term		
AWARD/CERTIFIED AGREEMENT	Individual Contract		
LOCATION:	Carlton, Victoria	APPROVED BY:	Carmel Guerra
SALARY:	\$120,000 package <ul style="list-style-type: none"> <li>• Access to salary packaging</li> <li>• Superannuation at 9.5%</li> <li>• Annual leave loading</li> <li>• Generous entitlements including cultural leave options and flexible work arrangements</li> </ul>	LAST UPDATED:	November 2020

### About MYAN

Multicultural Youth Advocacy Network Australia (MYAN) is the national peak body representing the rights and interests of young people from multicultural backgrounds. MYAN works in partnership with young people, government and non-government agencies at the state and national levels to support a targeted approach to addressing the needs of multicultural young people in policy and practice.

MYAN provides expert policy advice to government, undertakes a range of sector development activities, and supports the development of young people's leadership and advocacy skills. A MYAN Governance Committee made up of representatives from our state and territory partners provide strategic advice and direct the work of MYAN.

### CMY – Auspice organisation

The Centre for Multicultural Youth (CMY) is a not-for-profit organisation based in Victoria, providing specialist knowledge and support to young people from refugee and migrant backgrounds. Our vision is that young people from migrant and refugee backgrounds are connected, empowered and influential Australians.

CMY is the employer of MYAN staff and provides infrastructure and Governance support.

<p><b>POSITION SUMMARY:</b></p> <p>The National Manager, MYAN, is responsible for leading MYAN, including policy and advocacy activities, youth-focused practices, strategic partnerships with state/territory partners, sector development initiatives, and managing government and community stakeholders and managing the staff team.</p> <p>Leading MYAN, the National Manager will ensure the <a href="#">Strategic Plan</a> is realised and will be accountable to the National Governance Group to ensure delivery and compliance are met. The National Manager will ensure that a strong and transparent governance structure is preserved under the auspice and oversight of the Governance Group. The role will maintain strong relationships with Government and support highly qualified and experienced staff to ensure outcomes. The National Manager must ensure MYAN is highly connected across the child rights, youth, settlement and multicultural sectors.</p>
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**JOB RESPONSIBILITIES:**

**LEADERSHIP AND MANAGEMENT**

- Be the driver for MYANs mission, vision and purpose
- Lead MYAN’s social policy work
- Develop and lead MYAN’s advocacy strategy, both nationally and internationally
- Act as a public spokesperson for MYAN in the media and public events
- Represent MYAN on strategic committees, forums and networks at the national level
- Provide overall leadership, management and support for MYAN’s staff
- Lead MYAN Australia’s sector development initiatives
- Effectively manage the MYAN budget
- Prepare complex briefs and papers
- Provide leadership and support to MYAN in a manner that encourages consultation, collaboration and teamwork
- Undertake other duties as directed by the MYAN Chair

**STRATEGIC PARTNERSHIPS AND STAKEHOLDER ENGAGEMENT**

- Ensure young people are meaningfully engaged in all elements of MYAN’s work
- Build and maintain strategic partnerships with key stakeholders at the state/territory and national level
- Represent and promote MYAN and its work to stakeholders including government departments, service providers, community leaders, youth organisations, and the wider community
- Liaise and build strategic partnerships with Ministers and elected representatives

**GOVERNANCE**

- Support MYAN’s Governance Group
- Manage MYAN’s partnership activities with its state/territory partners, including the State and Territory Advisory Network (STAN), the Youth Ambassadors’ Network, MYAN state/territory-based Projects, sector development projects Liaise with relevant funding bodies to ensure that all program contractual and legal requirements are met
- Contribute to MYAN’s strategic planning processes
- Generate new funding and income sources to ensure MYAN’s sustainability.

**KEY SELECTION CRITERIA:**

1. Exceptional leadership skills with significant experience in senior leadership roles and ideally in operating at a national level
2. High level advocacy and social policy development skills and demonstrated ability to engage across all levels of government and community
3. Demonstrated understanding and experience in applying best-practice youth engagement frameworks
4. Expert knowledge and understanding of the issues facing young people from migrant and/or refugee backgrounds in Australia
5. Experience working with young people from migrant and/or refugee backgrounds in Australia
6. Demonstrated stakeholder management skills, across a range of sectors, ideally including the multicultural, settlement and/or youth work sectors
7. Proven ability to generate new funding and negotiate with funding bodies.

**QUALIFICATIONS:**

- A tertiary qualification in a relevant discipline

**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 Child Checks, and child safety focused referee checks
- This role requires a capacity to work flexible hours including evenings and occasionally on weekends
- This position is based in Victoria however this role requires regular travel nationally and spending time in Canberra.
- A current driver's license
- Applicants must have the right to work in Australia
- 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

**GENERAL REQUIREMENTS:**

- Demonstrate CMY values and behaviours Participation, Diversity and Human Rights
- Comply with the Employee Code of Conduct
- Comply with CMY policies, procedures and regulations

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

CMY CEO Name .....

Signature ..... Date ..... / ..... / .....

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

Employee Name .....

Employee Signature ..... Date ..... / ..... / .....