

POSITION TITLE:	Youth Leadership and Advocacy Officer - MYAN		
REPORTS TO:	National Manager, MYAN		
POSITION CLASSIFICATION:	Full Time , Fixed Term		
AWARD/CERTIFIED AGREEMENT	Social, Community, Home care and Disabilities Award 2010 and CMY Collective Agreement 2015-2018 or any replacement agreement		
LOCATION:	Carlton	APPROVED BY:	Nadine Liddy
SALARY:	SCHADS Level 4, plus: <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:	April 2021

### About CMY

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. Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, we are working to remove the barriers young people face as they make Australia their home

### About MYAN

Multicultural Youth Advocacy Network Australia (MYAN) 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. MYAN is auspiced and chaired by the Centre for Multicultural Youth (CMY).

MYAN works in partnership with young people, government and non-government agencies at the state and national levels to support a nationally consistent approach to addressing the rights and needs of young people from refugee and migrant backgrounds in policy and service delivery. MYAN facilitates a national approach to youth settlement through its broad networks and partners 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. MYAN’s vision is that young people from refugee and backgrounds are supported, valued and thriving in Australia.

<b>POSITION SUMMARY:</b>
<p>MYAN’s Youth Leadership and Advocacy Officer is responsible for coordinating and delivering MYAN’s youth leadership and engagement activities. This includes recruiting and supporting MYAN’s Youth Ambassador’s Network (YAN); facilitating MYAN’s engagement with young people across Australia; supporting national youth-specific (leadership) activities/events/projects (including in MYAN’s policy, advocacy and sector capacity building work); advising on MYAN’s youth engagement strategies and; working closely with the MYAN team to deliver on this. This is a key role in delivering on MYAN’s commitment to increase national leadership and advocacy opportunities for young people from refugee and migrant backgrounds.</p> <p>This position will be employed by CMY and based at CMY’s Carlton office.</p>

**ACCOUNTABILITY:**

- Supporting MYAN's Youth Ambassador Network (YAN), including coordinating YAN recruitment, convening regular meetings, facilitating regular communication and facilitating YAN participation in leadership and advocacy opportunities.
- Supporting MYAN's newly formed Youth Disability Reference Group with meeting support as required, and facilitating leadership and advocacy opportunities for the group.
- Supporting young people's engagement in leadership and advocacy opportunities and training as they arise (within and outside MYAN).
- Initiating and coordinating MYAN youth leadership projects, including liaising with young people, the MYAN team, MYAN partners and, where required, preparing funding submissions.
- Coordinating a youth reference group to inform the Department of Health's COVID-19 vaccine rollout plan and support the development of communications material alongside MYAN's Digital Content Producer. Coordinating the planning and delivery of *FUSE*, MYAN's bi-annual national youth leadership summit. Collaborating with the MYAN team to ensure young people's voices are included in all aspects of MYAN's work, including supporting consultation processes and coordinating youth focussed forums.
- Communicating effectively with key stakeholders, including MYAN's partners, young people, national organisations, and government bodies.
- Building and maintaining MYAN's national networks with young people.
- Undertaking written work as required, e.g. preparing project management documentation, meeting minutes, and reports.
- Representing MYAN at national events as required.
- Ensuring all projects are delivered in a timely manner and according to project budgets.
- Completing administrative responsibilities in a timely manner and contributing to MYAN team meetings and processes.

**KEY SELECTION CRITERIA:**

1. An understanding of and sensitivity to the experiences of/issues affecting young people from refugee and migrant backgrounds in Australia.
2. Demonstrated experience in youth participation and/or community development processes with young people from refugee and migrant backgrounds, including facilitating and coordinating youth-focused/led activities.
3. Strong written and verbal communication skills, with diverse stakeholders (young people, organisations, funding bodies), and experience using online communication platforms and tools.
4. Demonstrated organisational and planning skills, including: working autonomously and within a team, capacity to be flexible and show initiative.
5. Demonstrated experience in planning and delivering youth events, including capacity-building workshops with young people.

**DESIRABLE:**

- Experience working at the national level.

**QUALIFICATIONS:**

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

**ADDITIONAL INFORMATION:**

- This position is specifically for someone with lived experience as a young person from a refugee or migrant background, under *Special Measures of the Equal Opportunity Act*;
- 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;
- 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;
- This role may require a capacity to work flexible hours including evenings and occasionally on weekends; and travel interstate.

**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; and
- Consistent with the strategic directions of CMY and MYAN carry out all other duties as directed.

**CMY KEY OBJECTIVES AND ACTION STRATEGIES:**

- **My Community**  
Young people are *connected, belong and contribute* to their families and the community.
- **My Journey**  
Young people are *empowered* to access opportunities and actively shape their own futures.
- **My Voice**  
Young people are *understood, accurately represented, and influential*.
- **My CMY**  
CMY is a strong partner and recognised leader in working with diverse young people.

**MYAN PILLARS AND OBJECTIVES**

- **Supporting young people to be leaders**  
Young people across Australia are engaged in the work of MYAN, and influential within their own communities and with decision makers.
- **Innovative, evidence-based policy and advocacy**  
Policy makers and decision makers understand and respond to the particular rights and interests of young people from refugee and migrant backgrounds.
- **A strong sector**  
Young people are supported by a strong, skilled settlement and services sector
- **International engagement**  
MYAN influences policy and programming for young people from refugee and migrant backgrounds through international work.

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 ..... / ..... / .....