

POSITION TITLE:	Policy and Advocacy Officer - MYAN		
REPORTS TO:	National Coordinator, MYAN		
POSITION CLASSIFICATION:	0.8 FTE – 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 6, plus: <ul style="list-style-type: none"> • Access to salary packaging • Superannuation at 9.5% • Annual leave loading • Pay rise of approximately 4% per annum • Generous entitlements including cultural leave options and flexible work arrangements 	LAST UPDATED:	March 2019

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 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 in each state and territory. 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 policy and sector development work includes:

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

POSITION SUMMARY:

Working with the MYAN team, the Policy and Advocacy Officer will play a lead role in 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; representing MYAN in relevant networks/advisory groups and; engaging with key stakeholders, including MYAN partners, across Australia. This position will be employed by CMY and based at CMY’s offices.

ACCOUNTABILITY:

- 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.
- Coordinate MYAN's State and Territory Advisory Network.
- Oversee MYAN projects as required.

KEY SELECTION CRITERIA:

1. Understanding of and sensitivity to the experiences of young people from refugee and migrant backgrounds in Australia, including key policy issues of significance to this population group.
2. At least 3 years experience in social policy development, including an understanding of human rights frameworks and community development principles as they apply to policy development.
3. Highly developed analytical skills in a complex policy environment.
4. 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).
5. 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.
6. Highly developed project management and organisational skills, including good teamwork skills and the ability to meet tight deadlines and manage a diverse and dynamic work program independently.

DESIRABLE:

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

QUALIFICATIONS:

- Tertiary qualification in social science, community development, public policy or other 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;
- 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 and travel interstate.

GENERAL REQUIREMENTS:

- Demonstrate CMY values and behaviours of 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 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.

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 / /