

Application Package for the position of Sector Development and Policy Manager

The information package contains the following:

- Guide for job applicants
- Position Description, including the role requirements

Application deadline:

Submit application by **5pm, Wednesday 27th March 2019** to alex@myansw.org.au.

If you have any questions about the position, the application process or any information contained in this application package, please email Alex Long at alex@myansw.org.au or call 0403 527 126.

Applicants are responsible for ensuring that their application is received by MYAN NSW by the closing date.

Interviews for shortlisted candidates will take place during the week beginning **Monday 1st April, 2019**.

Guide for job applicants

Sector Development and Policy Manager

Thanks for your interest in the role of Sector Development and Policy Manager with the Multicultural Youth Affairs Network NSW.

Appointments to positions at MYAN NSW are made on the basis of merit. This means that the applicant considered to be the most capable of performing the duties of the position is selected.

Choosing the best person for the position is part of our committing to our Equal Employment Opportunity policy.

The application process

Step 1 – Written application:

Submit, by the deadline of 5pm Wednesday 27th March:

1. A statement addressing each of the role requirements outlined in the position description.
2. Your resume outlining your relevant skills and experience.

All files must be submitted electronically in **.pdf** format, to alex@myannsw.org.au. Applicants will be short-listed based on the materials submitted.

Step 2 - Interview:

Shortlisted candidates will be interviewed during the week beginning Monday 1st April, 2019. Referee checks will be carried out after the interview.

Writing the application

On obtaining this Information Package, you should carefully review the information provided and contact the person named in the advertisement to discuss any further questions you have. This can help you decide if you are interested in the position.

It is important that your application is directed to the particular position you are applying for and that it shows how you meet the role requirements for the position.

The MYAN NSW workplace

MYAN NSW is committed to diversity in all its forms, equal employment opportunity (EEO) and workplace health and safety (WH&S).

The position is subject to the successful result of a Working with Children Check and a National Police Check. The successful applicant will receive further information on conducting these prior to the commencement of duties.

Position Description

Position Title:	Sector Development & Policy Manager – MYAN003
Reporting to:	Executive Officer
Directly supervising:	Nil
Employment Status:	Part-time 3 days per week. Flexibility and some after-hours work required.
Employment Term:	2 year contract, subject to successful probation period. Potential of contract extension subject to funding availability.
Award Classification:	Level 6 - Social, Community, Home Care and Disability Services Award
Location:	MYAN NSW office, 401/52-58 William Street, Woolloomooloo

About MYAN NSW

MYAN NSW is a statewide multicultural youth-specialist organisation. It supports young people from refugee and migrant backgrounds to build the skills, knowledge and networks they need to be active citizens in Australian society.

MYAN NSW engages, connects and builds the capacity of the sector to effectively meet the needs of young people from refugee and migrant backgrounds. It develops strategies, tools and resources that support a targeted approach to youth settlement.

The MYAN NSW Board is comprised of young people, community members and representatives from leading organisations in the youth and multicultural sectors. MYAN NSW draws on the vast experience, expertise and diversity of its members and partners, and the wide range of networks and services they represent.

MYAN NSW also engages in national policy and advocacy work through MYAN Australia – Australia’s national peak body representing multicultural youth issues. MYAN NSW is the recognised NSW representative for MYAN Australia.

Whilst MYAN NSW works from a state-wide perspective, the organisation has a priority focus on Western Sydney and other areas of significant refugee and migrant resettlement through relationships with local youth and settlement organisations, as well as through relevant government agencies.

More information about MYAN NSW can be found at www.myannsw.org.au

Position Summary

The MYAN NSW Sector Development & Policy Manager contributes to the objectives of MYAN NSW in the following ways:

Multicultural youth-specialist approach: supporting the sector to effectively meet the needs of young people from refugee and migrant backgrounds through policy, advocacy and sector development work. This role will help drive and maintain key relationships with MYAN NSW networks, MYAN Australia, peak bodies and government.

Key outputs of this work will be: evidence-based policy and practice; training, communities of practice, forums and network meetings; strong, effective and broad networks from across a range of sectors e.g. settlement, youth, education, health, housing and justice; the development of tools and resources for young people from refugee and migrant backgrounds and the sectors that support them.

Young people from refugee and migrant background are supported to be active citizens in Australian society: supporting young people from refugee and migrant backgrounds to be connected, influential and valued members of society through the participation of young people in policy, advocacy and sector development work.

Key outputs of this work will be the participation of young people from refugee and migrant backgrounds in the design and delivery of policy, advocacy and sector development activities; the identification of opportunities to advocate for and with young people from refugee and migrant backgrounds and the implementation of strategies to effect this advocacy.

Building MYAN NSW: supporting organisational strategy, efficiency, effectiveness and sustainability.

Key outputs of this work will be funding applications and resources, and activities which contribute to data on impact and outcomes.

Position Objectives

- To work towards a society where all young people from refugee and migrant backgrounds are connected, influential and valued active citizens.
- To lead sector development, focusing on better outcomes for young people from refugee and migrant backgrounds in NSW.
- To support the professional development of the sector that supports young people from refugee and migrant backgrounds through resourcing, training and other projects.
- To expand engagement and collaboration with the sector that supports young people from refugee and migrant backgrounds in NSW.
- To contribute to MYAN NSW's policy and advocacy functions, in order to influence public policy relating to young people from the refugee and migrant backgrounds and the sector that supports them.
- To contribute to the sustainability and achievement of purpose for MYAN NSW.

Performance expectations in this role include:

- Extent, vibrancy and relevance of sector networks and strategic partnerships;
- Effectiveness of sector development programs and activities;
- Quality and impact of policy and advocacy activities;
- Profile with and feedback from external stakeholders;
- Positive contribution to leadership within MYAN NSW and organisational sustainability.

Accountabilities

Sector Development Capability

- Develop and implement sector development projects in line with MYAN NSW's strategic priorities and sector priorities.
- Build and support partnerships with sector experts and peak bodies who work with young people from refugee and migrant backgrounds.
- Coordinate and convene communities of practice to leverage collective learning and perspectives to inform MYAN NSW's policy, advocacy and practice agenda.
- Establish and implement training on the National Youth Settlement Framework and other areas in line with MYAN NSW's strategic priorities.
- Based on sector needs, establish and implement (in collaboration with relevant providers) professional development activities aimed at enhancing professional practice to secure strong outcomes for young people from refugee and migrant backgrounds.
- Prepare or commission the production of resources to support service providers including fact sheets, practice guides, model policies and articles for publication on MYAN NSW's website and other media.

Policy and Advocacy Capability

- Contribute to the development of MYAN NSW's policy positions on a range of youth settlement and multicultural youth development issues.
- Identify opportunities to advocate for and with young people from refugee and migrant backgrounds and their issues.
- Contribute to MYAN NSW's policy and advocacy functions through activities which support the preparation of policy papers, briefing notes, submissions and reports.

Stakeholder Engagement

- Establish and foster strong relationships with a range of stakeholders associated with youth settlement and multicultural youth development across NSW and Australia, including Commonwealth and State governments and relevant NGOs to assist in changing attitudes towards young people from refugee and migrant backgrounds and their issues.
- Identify opportunities for young people from refugee and migrant backgrounds to participate in the development and delivery of sector development, policy and advocacy initiatives and implement strategies to effect this.

Organisational Contribution and Leadership

- Make a positive contribution to MYAN NSW's culture by role-modelling appropriate behaviours and values.
- Identify and propose multicultural youth development projects, and sources of funding, which support, engage and value young people from refugee and migrant backgrounds.
- Support the team to deliver agreed project activities and outcomes.
- Uphold MYAN NSW's principles of social justice and equity for young people from refugee and migrant backgrounds and the sector that supports them through a targeted youth settlement and multicultural youth development approach.
- Promote MYAN NSW and its aims and objectives.
- Demonstrate good practice capabilities as outlined in the National Youth Settlement Framework:
 - Cultural competency;
 - Youth-centred and strengths-based;
 - Youth development and participation;
 - Trauma-informed;
 - Family aware;
 - Flexibility and responsiveness;
 - Collaboration;
 - Advocacy.
- Participate in organisational activities such as planning initiatives, team events and professional development, as required and as directed.
- Comply with MYAN NSW's policies and procedures.
- Contribute to areas of negotiated shared responsibility, such as training, policy development, conferences and publications.
- Provide reports, as requested, to the EO and/or the Board on activities and outcomes.
- Contribute to managing financial resources for Sector Development activities including participating in annual budgeting, monitoring and reporting.
- Undertake other duties and accountability as directed, within the scope of this role.

Role Requirements

- 1 Genuine commitment to social justice and a sound understanding of the issues affecting young people from refugee and migrant backgrounds.
- 2 Minimum 5 years' experience working in multicultural youth development, youth settlement, sector development, policy development or advocacy in the youth, settlement and/or community sector.
- 3 Demonstrated experience developing and implementing sector development and sector support initiatives, including communities of practice, resource development, practice guides and training curricula.
- 4 Well-developed network among the sector that supports young people from refugee and migrant backgrounds in NSW.
- 5 Strong working knowledge of the policy framework applicable to youth and settlement services in NSW.
- 6 Demonstrable stakeholder engagement skills and ability to develop and manage a range of stakeholder relationships.
- 7 Excellent verbal and written communication skills with demonstrated success engaging with and presenting to a wide range of stakeholders, as well as frontline youth and settlement workers and young people from refugee and migrant backgrounds.
- 8 Intermediate computer literacy across the Microsoft suite, databases and cloud-based collaboration tools.
- 9 Tertiary qualifications in a relevant field (such as youth work, social work, education, social sciences, psychology) or equivalent experience.