



MYAN NSW

Multicultural Youth Affairs Network

MYAN NSW Job Application Package

Youth Support Specialist

MYAN NSW is a state-wide multicultural youth-specialist organisation. We support young people with a lived experience of forcible displacement and migration to build the skills, knowledge and networks they need to be active participants in Australian public life.

The MYAN NSW Youth Support position contributes to the objectives of MYAN NSW. The main role of this position is to support our youth engagement approach which includes group project facilitation and individual support.

This information package contains the following:

- Guide for job applicants
- Position Description, including the role requirements
- How to address the selection criteria

Applicants are responsible for ensuring that their application is received by MYAN NSW by the closing date. *Late applications will not be considered.*

If you have any questions about the position, the application process or any information contained in this application package, please contact the CEO, Annukina Warda on annukina@myannsw.org.au.

The Application Process

Step 1: Written application:

Submit, by the deadline of **9 am, Friday 17 July 2026**:

1. A cover letter expressing your interest in and suitability for the role
2. A statement which addresses each of the points under the Essential Selection Criteria in position description
3. A copy of your resume including the contact details of two referees.

All files must be submitted electronically in **.pdf** via the Ethical Jobs website. Applicants will be short-listed based on the materials submitted. Only short-listed applicants will be contacted and invited for an interview.

Step 2: Interview:

Shortlisted candidates will be interviewed in a Parramatta location on **Tuesday 4 August 2026**. Referee checks will be carried out after the interview and should be included on your application.

Writing the application

Carefully review this information package and contact us if you have any further questions. This can help you decide if you are interested in the position. It is important that your application is directed to this position 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 (WHS). We are an organisation actively committed to facilitating safer spaces for LGBTQIA+ young people and team members and homophobia, transphobia or any other form of discriminatory behaviour is not welcome.

The position is subject to the successful result of a Working with Children Check and a National Police Clearance. The successful applicant will receive further information on conducting these prior to the commencement of duties. Please kindly note that evidence of your vaccination status is recommended but not required to be successful for this position.



YOUTH ENGAGEMENT APPROACH

WHO WE ARE

The Multicultural Youth Affairs Network of NSW (MYAN NSW) is a state-wide youth specialist organisation.

We support young people to build the skills, knowledge and networks they need to be active participants in Australian public life.

MYAN NSW engages, connects and builds the capacity of youth services across NSW to effectively meet the needs of young people, especially those arriving on humanitarian grounds.

We work to elevate the voices of young people

YOUTH ENGAGEMENT ACROSS NEW SOUTH WALES

We support all young people across New South Wales to become active participants in their communities.

We work collaboratively with local service providers and community partners to support young people to lead in their communities.

STAGE ONE: IDEATION

Focus on conversations, relationships and building trust with local organisations and young people in any city or region.

STAGE TWO: ACTIVATION

- Skills workshops
- Consensus building
- Cultural Safety by design
- Young People lead

STAGE THREE: PARTICIPATION

Young people join the youth network to organise, mobilise and make change based on the principles of social justice.

Youth Support Specialist Position Description

Position Description

Position Title: **Youth Support Specialist**

Reporting to: Chief Executive Officer

Directly supervising: No direct reports

Employment Status: 22.5 hours per week (3 days per week)

Employment Term: Fixed term to 30 June 2027.

Award Classification: Level 1 - Social, Community, Home Care and Disability Services Award (\$26.30 p/h)

Location: You will be required to perform your duties remotely until MYAN NSW secure an office location where you will be required to perform your duties there or elsewhere as reasonably directed by the employer. This includes a weekly mobile office in Parramatta and other meetings in the Sydney metropolitan area and/ or NSW regions as required.

About MYAN NSW

MYAN NSW is a state-wide multicultural youth-specialist organisation. We support young people with a lived experience of forcible displacement and migration to build the skills, knowledge and networks they need to be active participants in Australian society. MYAN NSW engages, connects and builds the capacity of the social services sector to effectively meet the needs of young people. We develop strategies, tools and resources that support good youth settlement outcomes.

The MYAN NSW Board of governance is composed 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. More information about MYAN NSW can be found at www.myannsw.org.au

Program Area

MYAN NSW offers young people from refugee and migrant backgrounds in their first five years in Australia tools, linkages and pathways to support them to overcome a range of barriers as they settle. Through our youth engagement strategy, MYAN NSW provides assistance to young people in a range of settings including online, schools, sport and youth centres, TAFE and community hubs.

We use a combination of outreach, one-to-one specialist case management and group work to support and empower young people to overcome challenges and be connected, influential and valued active participants in the community.

The MYAN NSW Youth Support position contributes to the objectives of MYAN NSW. The main role of this position is to support our youth engagement approach which includes group workshops and individual support.

The New Beginnings Program

The New Beginnings project runs weekly workshops in NSW high schools with young people. A unique and crucial element of this project is that young people of lived experience as refugees and migrants are trained as peer facilitators that design and deliver these workshops.

Position Description

This position is responsible for the following:

supporting the youth engagement specialist deliver the MYAN NSW youth engagement strategy, including; supporting the delivery of the New Beginnings and other programs on time and within budget.

supporting young participants to achieve the program outcomes.

supporting professional development opportunities within MYAN NSW for young people from refugee and migrant backgrounds, in particular a recruitment and training round for peer facilitators and Youth Network members.

building upon established relationships with partner organisations.'

contributing to the sustainability and achievement of purpose for MYAN NSW.

implementing and reviewing MYAN NSW youth engagement processes, including training, workshops, youth events and other community-building activities that support young people, for e.g. the Coffee Connect program, Introduction to Host Culture and Up Your Skillset, including responses to young people who live in regional NSW.

developing a coordinated network of support and to promote young peoples' connectedness with family, school, peers, services and the community.

actively participate in youth service, SETS Community of Practice and humanitarian resettlement meetings, conferences, events and inter-agencies to present better-practice solutions for supporting young people at these events.

collecting data, creating reports and other written products that build MYAN NSW knowledge of, and capacity to respond to refugees and young people seeking asylum in Sydney and regional NSW.

supporting the development of social media or online content (Instagram, Mailchimp, Linked In, podcasts, videos, vox pops, etc).

delivering a work plan within a certain timeframe and budget.

collaborating with relevant stakeholders in the social services industry.

Accountabilities

Multicultural Youth Engagement Capability

Demonstrate a multicultural youth specialist approach as outlined in the National Youth Settlement Framework, including:

- Cultural competency;
- Youth-centred and strengths-based;
- Youth development and participation;
- Trauma-informed;
- Family aware;
- Flexibility and responsiveness;
- Collaboration;
- Advocacy.

Program Delivery Capability

Demonstrate skills in managing time, setting priorities, planning and organising their own work to achieve the specific objectives of MYAN NSW youth engagements projects

Facilitate skills workshops and support young people as peer facilitators

Establish and foster strong relationships with a range of stakeholders associated with the New Beginnings project, including educational institutions and other service providers.

Organisational Contribution

Make a positive contribution to the culture of MYAN NSW by modelling appropriate behaviours and values

Uphold MYAN NSW's principles of social justice and equity for young people from refugee and migrant backgrounds and the sector that supports them

Promote MYAN NSW and its aims and objectives

Participate in organisational activities such as planning initiatives, team events and professional development, as required and as directed

Uphold with all policies and procedures at MYAN NSW

Contribute to areas of negotiated shared responsibility, such as the MYAN NSW Youth Network

Provide reports, as requested, to the CEO and/or the Board on activities and outcomes.

Contribute to managing financial resources including keeping receipts and financial records.

Undertake other duties and accountability as directed, within the scope of this role

Selection Criteria (Essential)

Demonstrated commitment to social justice and a sound understanding of the issues affecting young people from refugee and migrant backgrounds.

Relevant experience in a paid or volunteer role in youth development, youth settlement and/or community services with demonstrated experience engaging young people in meaningful participation programs, preferably for young people from refugee and migrant backgrounds.

Excellent verbal and written communication skills.

Excellent computer literacy across the Microsoft suite, databases and cloud-based collaboration tools.

An understanding of youth participation, youth and community development and cultural accountability principles and knowledge of support services.

Ability to manage own work and the capacity to work effectively in small teams with shared workloads across programs.

Strong verbal communication skills and well-developed written communication skills.

Creativity, flexibility and adaptability to work in changing environments.

Desirable Criteria

Ability to speak an additional language common to young people of migrant and refugee backgrounds e.g. Assyrian, Arabic, Dari.

How to address selection criteria

The following information is a guide to help you apply for a position at MYAN NSW and other youth and community organisations who use selection criteria as a way to evaluate job applicants.

What are “selection criteria”?

A list of skills, experiences, and attributes that are needed to perform a certain job.

Why do organisations list selection criteria?

Many organisations specify selection criteria to help them choose the candidate they think best suits the position. It allows the selection committee to find out who has the skills, experience and attributes to do the job. The selection criteria will also be used in the interview process and will guide the questions the selection committee asks you. If you do not address the selection criteria, you will not be offered an interview, regardless of your application, experience and skills.

How do I find out what the selection criteria are?

The selection criteria are normally listed in the job description and sometimes also in the job advertisement. The selection criteria are divided into "essential" and "desirable".

What does it mean to “address the selection criteria”?

To address the selection criteria, write each criterion in your application as a heading and write at least a paragraph under each heading saying how you have that experience or skill. For example: *Excellent communication skills:*

I have demonstrated my strong communication skills, both verbal and written, throughout various roles. While working for XYZ, it was my responsibility to prepare written reports, media releases, and funding proposals, and give presentations at a variety of conferences and forums.

What if I don't have the experience or skill required?

If you do not have the experience requested, write down any personal or volunteer experience you do have that could be used as evidence as a 'transferable skill'. Your lived experience is valued at MYAN NSW.