



MYAN NSW

Multicultural Youth Affairs Network

MYAN NSW Job Application Package

Youth Engagement 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 society.

The MYAN NSW Youth Engagement Specialist position contributes to the objectives of MYAN NSW. The main role of this position is to lead our youth engagement approach across NSW which includes the newly designed EQUIP program, a program designed to increase the access of young people arriving to NSW on humanitarian grounds to access Australian democracy.

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 Chief Executive Officer, 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 updated contact details of two referees. Please consider this the request to provide 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 by a panel at a location in Parramatta on **Tuesday 11 August 2026**. Referee checks will be carried out after the interview. Please include referees on your submitted application.

Writing the application

Carefully review this information package and contact Annukina Warda 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 particular 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. We are a COVID-19 safe workplace. Please note that evidence of your vaccination status is recommended but not required to be successful for this role



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 Engagement Specialist

Position Description

Position Title: **Youth Engagement 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 4 - Social, Community, Home Care and Disability Services Award (\$44.58 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 from refugee and migrant backgrounds 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 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 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. MYAN NSW is the recognised NSW representative for MYAN Australia. More information about MYAN NSW can be found at www.myannsw.org.au

Position Summary

The MYAN NSW Youth Engagement Specialist leads the youth, services sector leadership and strategic communications work of MYAN NSW.

The role contributes to the objectives of MYAN NSW in the following ways:

Supporting a multicultural youth-specialist approach: supporting government and the social services industry to effectively meet the needs of young people from refugee and migrant backgrounds through policy, advocacy and professional development opportunities. This role drives and maintains key relationships with MYAN NSW networks, MYAN Australia, peak bodies and government.

Key outputs of this work will be: evidence-based policy submissions, reports and briefings, evidence-based practice leadership including but not limited to providing facilitated training sessions, 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 backgrounds are supported to be active participants 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 acting as secretariat for 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: delivering a strategic communications and engagement plan that supports the organisational strategy, efficiency, effectiveness and sustainability of MYAN NSW.

Key outputs of this work will be assisting with funding applications, preparing resources, reports and activities which contribute to building a public profile of our organisation throughout our multiple media channels and outlets.

Position Objectives

To work towards a society where all young people from refugee and migrant backgrounds are connected, influential and valued active participants in Australian public life

To lead sector development, focusing on better outcomes for young people 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 advocacy functions 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

This position is responsible for the following:

Direct Youth Support and Facilitating Youth Programs Capability

Providing medium-intensity, individual support to young people per year from refugee and migrant backgrounds, including those on temporary visas;

Leading and coordinating the newly designed EQUIP program, supporting young people newly settling in NSW to access Australian democracy;

Leading and coordinating peer-settlement initiatives that train young people with lived experience to co-facilitate programs that support newly-arrived young people settle well;

Leading and coordinating peer-settlement initiatives that support young people to better identify and access support in situations of domestic and family violence;

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

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

providing assistance on grant applications including basic research or collection of data

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);

producing culturally safe, inclusive and engaging training (face to face or online) that is catered for young people from cultural communities;

delivering a work plan within a certain timeframe and budget;

collaborating with relevant stakeholders in the social services industry;

responding to media requests and/ or reach out to media networks when necessary in collaboration with the CEO

Sector Development Capability

Develop and implement sector development projects in line with the strategic priorities and sector priorities of MYAN NSW

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 the policy, advocacy and practice agenda of MYAN NSW

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

Industry and Advocacy Capability

- Contribute to the development of evidence bases 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 the advocacy functions of MYAN NSW 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 the culture of MYAN NSW 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 the 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:
 - o Cultural competency;
 - o Youth-centred and strengths-based;
 - o Youth development and participation;
 - o Trauma-informed;
 - o Family aware;
 - o Flexibility and responsiveness;
 - o Collaboration;
 - o Advocacy.
- Participate in organisational activities such as planning initiatives, team events and professional development, as required and as directed
- Comply with all policies and procedures at MYAN NSW
- Contribute to areas of negotiated shared responsibility, such as training, policy development, conferences and publications
- Provide reports and secretariat support, 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

Essential Criteria

1. Demonstrated commitment to social justice and a sound understanding of the issues affecting young people from refugee and migrant backgrounds
2. A minimum of two (2) to four (4) years of experience working in multicultural youth development, youth settlement, sector development, policy development or advocacy in the youth, settlement and/or community sector
3. Proven ability to produce and deliver high quality briefing and communications products
4. Strong working knowledge of the policy framework and legal context applicable to youth and settlement services in NSW
5. Demonstrable stakeholder engagement skills and ability to develop and manage a range of stakeholder relationships
6. 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
7. Strong digital literacy across the Microsoft suite, databases and cloud-based collaboration tools
8. Tertiary qualifications in a relevant field (such as media, communications, journalism, public policy, youth work, social work, education, social sciences, psychology) or equivalent experience

Desirable Criteria:

1. Proven ability to fundraise for a medium-sized organisation, including demonstration of securing government funding and grants from philanthropic donors
2. Demonstrated experience developing and implementing professional development and sector support initiatives, including communities of practice, resource development, practice guides and training curricula

3. Well-developed network among the sector that supports young people from refugee and migrant backgrounds in NSW
4. Proficiency in a community language

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, community, family or volunteer experience you do have that could be used as evidence as a ‘transferable skill’.

Your lived experience is valued at MYAN NSW and will be considered as legitimate for the role.