

POSITION TITLE:	MYAN Community Development Officer - Communication and Engagement		
REPORTS TO:	National Manager - MYAN		
POSITION CLASSIFICATION:	Full Time - Permanent		
AWARD/CERTIFIED AGREEMENT	Social, Community, Home care and Disabilities Award 2010 and CMY Collective Agreement 2015-2018 or any replacement agreement.		
PRIMARY WORK LOCATION:	Carlton Office – Melbourne	APPROVED BY:	Rana Ebrahimi
SALARY:	SCHADS Level 4 plus: • Access to salary packaging • Superannuation paid as per the <u>Super Guarantee</u> • Annual leave loading • Generous entitlements including cultural leave options and flexible work arrangements	LAST UPDATED:	September 2026

About CMY

The Centre for Multicultural Youth (CMY) is a non-profit organisation based in Victoria and has been shaping culture alongside multicultural young people and communities since 1988. Our purpose is to create a society where multicultural young people live a life where they are connected and can fully reach their potential.

CMY works to address systemic barriers that impact multicultural young people by:

- Advocating for social change, challenging inequities and barriers that multicultural young people face.
- Delivering support services and programs to young people and families.
- Connecting and creating innovative opportunities for multicultural young people.
- Amplifying the voices and experience of multicultural young people to shift narratives and influence systems.
- Influencing government and policy makers with evidence-based information and lived experience.
- Developing the knowledge, confidence and skills of other organisations, businesses and government.
- Researching current issues affecting multicultural young people to inform what we do.

Our work is youth-informed, strengths-based, and grounded in diversity, inclusion and anti-racism. At CMY, we all play a part in shaping systems, attitudes and behaviours that create the society we all deserve. Find out more: cmy.net.au/about-us

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.

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POSITION SUMMARY:

The Community Development Officer - Communication and Engagement at Multicultural Youth Advocacy Network Australia (MYAN) plays a key role in fostering relationships with various stakeholders, including young people and partner organisations. This position is instrumental in supporting to shape advocacy content and developing communication strategies that speaks to the aspirations and challenges of young people from refugee and migrant backgrounds as well as the community organisations that support them.

This role is a focus on youth capacity building, equipping them for active involvement in policy and advocacy initiatives. Based at the CMY Carlton office, this role is crucial in enhancing policy and advocacy opportunities for these young individuals.

JOB RESPONSIBILITIES:

- **Coordinating Youth and Stakeholder Engagement Initiatives:** Lead the coordination of a youth reference groups to provide insights and feedback to the Government, enhancing the development of communication materials in collaboration with MYAN's Communication officer.
- **Stakeholder Communication and Collaboration:** Engage in proactive communication with key stakeholders, including MYAN's partners, youth representatives, national organisations, and government bodies, to foster strong relationships and collaborative efforts.
- **Event and Activities Facilitation:** Organise and deliver all youth related organisational activities, including consultation processes and youth-focused forums.
- **Network Development and Maintenance:** Focus on expanding and nurturing MYAN's national networks, particularly with young people, to enhance community engagement and support.
- **Documentation and Reporting:** Undertake various written tasks, such as preparing project management documents, recording meeting minutes, and drafting reports to ensure effective documentation and communication of project progress and outcomes.
- **Representation and Advocacy:** Represent MYAN at national events, advocating for youth engagement and community development, and sharing insights and outcomes from MYAN's initiatives.
- **Project Management:** Ensure that all projects, including youth engagement initiatives and community development programs, are delivered on time and within budget.
- **Community Assessment:** Assess community needs, particularly focusing on youth, and develop educational, training, and support programs tailored to these needs.
- **Program Development:** Equip and empower young people to solve social, emotional and financial problems through policy solutions.
- **Community Liaison and Advocacy:** Act as a liaison between community groups, welfare agencies, government bodies, and peak bodies, advocating policies of MYAN resources and services.
- **Funding and Resource Management:** Prepare submissions for funding and resources, and compile reports for government bodies and other agencies to secure support for community development initiatives.

KEY SELECTION CRITERIA:

1. Experience working on in National programs Level work, networks or initiatives involving young particularly working with young people from refugee and/or migrant backgrounds.
2. Demonstrated understanding of and sensitivity to the experiences of/issues affecting young people from refugee and migrant backgrounds in Australia.
3. Demonstrated experience in effective youth participation and/or community development processes with young people from refugee and migrant backgrounds, including facilitating and coordinating youth-focused/led activities.

4. Highly developed written and verbal communication skills, including experience engaging with diverse stakeholders, such as young people, community organisations, government and sector stakeholders and/or funding bodies.
5. Demonstrated organisational and planning skills, including the ability to manage competing priorities, work autonomously contribute effectively within a team, show initiative and adapt to changing priorities,
6. Demonstrated experience in planning, coordinating and delivering youth engagement activities, events, consultations and capacity-building workshops with young people.
7. Demonstrated experience building and maintaining partnerships with stakeholders across the youth, multicultural, settlement and/or community sectors.
8. Demonstrated experience working on National programs, networks or initiatives involving young people from refugee and/or migrant backgrounds

QUALIFICATION REQUIREMENTS:

- 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.

MYAN PILLARS & 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.

ROLE REQUIREMENTS:

Mandatory Requirements:

All CMY staff must meet the following core employment requirements:

- **Pre-employment checks:** Satisfactory Police Record Check, Working with Children Check, and verification of the right to work in Australia.
- **Health and safety:** Compliance with Occupational Health & Safety (OH&S) policies and a demonstrated commitment to workplace safety for self and others.
- **Conduct and values:** Commitment to CMY's values of Participation, Diversity and Human Rights, and adherence to CMY's Code of Conduct, policies, and procedures.
- **Workplace expectations:**
 - Capacity to work flexible hours (including evenings and occasional weekends)
 - A current driver's licence, as this role requires a capacity to travel throughout Victoria, including occasional overnight stays.
- **Training and development:** Completion of the following mandatory training modules upon commencement and at regular intervals as required:
 - CMY Organisational Induction
 - Culturally Responsive Practice
 - Child Safety Training

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- Building Aboriginal Cultural Competency
- Introduction to Family Violence
- MARAM (Multi-Agency Risk Assessment and Management) Training (as relevant to role)

Note: Mandatory training is reviewed regularly and may change to reflect organisational and sector needs.

General Requirements:

- Contribute to 'OneCMY' culture through connecting, collaborating and culture shaping;
- Perform other duties as directed, consistent with organisational strategy and priorities.

ADDITIONAL INFORMATION:

- CMY is a Child Safe organisation and an Equal Opportunity Employer. All staff are subject to child safety screening and assessment as part of the recruitment process, including referee checks.
- CMY roles operate within a hybrid working environment, with flexible work arrangements that may be negotiated based on team and organisational needs.
- Please see [Guidelines for applying for a Job at CMY](#)

I have read, understood and approve the above position description:

Executive/Senior
Manager Name

Executive/Senior Date / /

Manager Signature

I have read, understood and accept the above position description:

Employee Name

Employee Signature Date / /