

Position Description

Team Leader - Gippsland (CMY16)

Part-Time / Fixed term

Part-time, Fixed Term

Salary and conditions

SCHADS Level 6 plus:

- Salary Packaging which provides up to \$15,900 tax free
- Superannuation at 9.5%
- Annual leave loading
- Pay rise of approximately 4% per annum
- Generous entitlements including cultural leave options and flexible work arrangements.

Award / Certified Agreement

Social, Community, Home care and Disabilities Award 2010 and CMY Collective Agreement 2015-2018

Reports To

Youth Support Manager

The Centre for Multicultural Youth (CMY) is a Victorian not-for-profit organisation supporting young people from migrant and refugee backgrounds to build better lives in Australia.

Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, CMY works to remove the barriers young people face as they make Australia their home. All CMY staff take an active role in organisational planning and quality improvement. It is a responsibility of all staff to represent CMY as a caring, professional and client-focussed organisation and promote its range of programs and services.

Program Area

The Regional Presence Project (RPP) is targeted to support multicultural youth between the ages of 12 and 25 years in the identified regional locations. The project's mandate is to:

- o Strengthen the participation of young people from diverse cultural backgrounds in work, school, family and community, and reduce the disadvantage they face;
- o Strengthen young people's sense of wellbeing and belonging in their community;
- o Assist local communities to manage and develop an inclusive environment for young people from migrant and refugee communities; and
- o Support and better build better service capacity in engaging and working with culturally diverse young people, their families and communities.

Position Summary

This position will be based in Morwell and is responsible for implementing strategic coordination in Gippsland to promote migrant and refugee young people's participation. The Team Leader will assist in the establishment and delivery of this initiative, providing strategic leadership and support for regional networks and projects. The position will resource other services, providing advice and training where required.

The team Leader offers key support and supervision for other CMY Gippsland staff, assisting them to prioritise and undertake their work with young people, families and community.

Accountabilities

- Establish and maintain cohesive relationships with key government and non-government stakeholders and communities.
- Assess local needs and existing community support for migrant and refugee young people.
- Initiate and drive local partnership work to address CLD youth needs identified through local planning mechanisms to promote social inclusion and address systemic gaps.
- Promote good practice and resource services and communities by developing and delivering forums, presentations, youth focused cultural diversity training, secondary consultation and other capacity building activities.
- Support the development and delivery of multicultural youth programs in partnership with relevant stakeholders.
- Supervise and coordinate the activities of staff in the CMY Gippsland team.
- Participate in and contribute to CMY policy.
- Represent the organisation and its work in a range of forums including conferences, workshops and training events.
- Abide by the policies and procedures of CMY and operate within the Code of Conduct.
- Perform all tasks in line with CMY values of Participation, Diversity and Human Rights.
- Consistent with the strategic directions of CMY carry out all other duties as directed.

Key Selection Criteria

- Tertiary qualifications in the social sciences, community development or other appropriate discipline.
- Demonstrated experience in the community sector and in working with migrant and refugee communities.
- Sound understanding of the issues affecting young people from migrant and refugee backgrounds.
- Demonstrated experience in assessing needs within migrant and refugee communities and a sound understanding of community development and youth participation/ethical youth work practices.
- Demonstrated experience in team leadership and staff support.
- Excellent written and verbal communication and presentation skills.
- Well-developed organisational skills and demonstrated experience in project management.
- Demonstrated success in managing stakeholders with an ability to motivate, influence and collaborate as a partner.

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 Children Checks, and child safety focused referee checks.
- 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 position is based at the Gippsland office, however all employees may be required to work across other sites from time to time.
- This role at times may require a capacity to work flexible hours.
- A current driver's license is required.

Relationship to Performance Development and Review Plan

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

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 / /