

## Position Description

### MY Education Project Officer (CMY64)

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| <b>Full-Time / Part-Time / FTE / Fixed term / Ongoing</b> | 0.9 FTE – Full time, Fixed term  |
| <b>Salary and conditions</b>                              | SCHADS Level 5, plus: <ul style="list-style-type: none"> <li>• Salary Packaging which provides \$15,900 tax free</li> <li>• Superannuation at 9.5%</li> <li>• Annual leave loading</li> <li>• Pay rise of approximately 4% per annum</li> <li>• Generous entitlements including cultural leave options and flexible work arrangements</li> </ul> |
| <b>Award / Certified Agreement</b>                        | Social, Community, Home care and Disabilities Award 2010 and CMY Enterprise Bargaining Agreement 2015-2018 or any replacement agreement.   |
| <b>Reports To</b>   | MY Education Program Leader  |

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 to promote its range of programs and services.

### Program Area

The MY Education Project Officer sits within the MY Education team in the Sector and Community Partnerships area.

CMY's **Sector and Community Partnerships** area fosters strong connections with organisations, institutions and communities to drive the development of more inclusive services for young people. We deliver three Victoria-wide programs in education, justice and employment settings and a range of local community projects. We also deliver a range of learning and development activities at individual, organisational and sector levels. These include training, consultations, resources and events that equip services with a framework for developing good practice. We support partnerships, collaboration and information sharing between organisations to develop better communities and services for young people from refugee and migrant backgrounds.

Within this work area, CMY's **MY Education** provides resources and support crucial to the success of primary and secondary students' learning. MY Education delivers two key programs, LBB and RESP, that support schools and community organisations to improve out-of-school-hours learning throughout Victoria.

Across Victoria, **Learning Beyond the Bell** (LBB) supports over 300 schools and organisations delivering out-of-school-hours learning support programs, also known as homework clubs. These programs provide high quality tuition and learning support to children and young people from migrant and refugee backgrounds and their families. They also assist families to better support their children's learning at home.

**Refugee Education Support Program** (RESP) improves the educational outcomes of students from migrant and refugee backgrounds. RESP provides holistic and targeted support to selected schools to strengthen the connections between student achievement and wellbeing and student, family, school and community engagement. RESP is a partnership between CMY, Foundation House and the Department of Education and Training, delivered in collaboration with Catholic Education Commission of Victoria and the Association of Independent Schools Victoria.

## Position Summary

The MY Education Project Officer is responsible for coordinating the delivery of Learning Beyond the Bell (LBB) and CMY's component of the Refugee Education Support Program in an allocated region of Victoria or metropolitan Melbourne and in collaboration with other members of the MY Education team.

## Accountabilities

- Lead planning for out of school hours learning support across multiple locations and organisations. This includes maintaining up to date information on existing programs and formulating evidence based responses to identified gaps in service provision.
- Instigate and support initiatives in partnership with schools and community agencies to make out of school hours learning support available for students with a refugee background.
- Provide individual support, resources and promote training to improve the quality of existing out of school hours learning support programs.
- Enhance communication and collaboration between schools, out of school hours learning support providers and other stakeholders.
- Support schools and agencies to engage with students and families to ensure their perspectives inform the planning and delivery of out of school hours learning support initiatives.
- Work collaboratively with regional staff from Foundation House, DET, CECV and ISV to deliver RESP.
- Participate in and facilitate ongoing evaluation requirements as part of CMY's Education Support team.
- Contribute to CMY quarterly reporting for DET funding requirements.
- 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

1. Demonstrated experience in developing, brokering and implementing multi-stakeholder projects.
2. High level project and stakeholder management skills; including the ability to communicate effectively with new and existing project partners and diverse and multiple stakeholders, identify and understand issues, problems and opportunities, appropriately manage conflicts that arise, whilst ensuring a sound analytical and collaborative approach to support decision making across stakeholders.
3. Well developed written, verbal and interpersonal communication skills including effective presentation skills and the ability to write reports and project plans.
4. An understanding of the education sector in particular schools, curriculum and the challenges for students and families with refugee and migrant backgrounds. An understanding of Out of School Hours Learning Support Programs and their role in supporting the educational needs of children and young people with migrant and refugee backgrounds is desirable.
5. Well-developed organisational skills including excellent attention to detail, time management skills and the ability to plan and manage an effective work program and meet deadlines.
6. An ability to work independently, use own initiative and also work in a team environment and collaborate effectively with peers across multiple regions.
7. A commitment to human rights, social justice and addressing systemic social disadvantage.
8. Tertiary qualification in social science, education or other appropriate discipline.

## 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 Child 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.

- A current driver's license is required.
- This role requires a capacity to work flexible hours including evenings and occasionally on weekends.
- This role requires a capacity to travel throughout Victoria, including overnight stays.

### 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 ..... / ..... / .....