

Position Description

Team Leader – Ucan2 (CMY66)

Full-Time / Part-Time / FTE / Fixed term / Ongoing	Part time (0.6 – 0.8 FTE negotiable), fixed term
Salary and conditions	<p>Base salary SCHADS level 6 plus:</p> <ul style="list-style-type: none"> • 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 Enterprise Bargaining Agreement 2015-2018 or any replacement agreement.
Reports To	Coordinator

About CMY

CMY is a not-for-profit organisation based in Victoria, providing specialist knowledge and support to young people from refugee and migrant backgrounds.

CMY has a strong track record in initiatives that improve outcomes for young people. Each year CMY:

- Works directly with young people through one-on-one support and group programs
- Creates leadership and participation opportunities for young people
- Supports others to work more effectively with young people
- Undertakes research and advocates for young people at local, state and national levels

Program Area

Ucan2 aims to facilitate and support the social inclusion of recently arrived young people of refugee background, aged 16-25. It does this by fostering cooperation between providers of education, social support, training and employment services to provide refugee background young people with:

- access to, and engagement in education, training and employment
- mental health and wellbeing support
- social connections and networks

The program primarily consists of the delivery of three components: work skills curriculum (educational provider), psychosocial support (Foundation House) and social connections (CMY). The CMY component is delivered with the support of volunteers who provide the young people with encouragement and support with skill development. Ucan2 runs one day a week for a semester in each educational site. The CMY component runs for approximately two hours during the afternoon. There are multiple Ucan2 sites running at any one time.

Position Summary

The Ucan2 Team Leader is responsible for overseeing the delivery of Ucan2 across the multiple project sites in partnership with the program partners – Foundation House and the education providers. The role includes supervision of staff; management of all facets of program delivery including group facilitation, volunteer recruitment, training and volunteer support; collaborative development and modification of the Ucan2 program model and stakeholder management. This role may also involve some delivery of Ucan2 program at relevant sites.

Accountabilities

- Ensure the provision of a high quality, responsive and consistent Ucan2 program.
- Manage strategic partnerships with partners and funders.
- Lead all aspects of project management, including planning, budgeting, risk assessment, stakeholder engagement, program delivery, quality assurance and evaluation.
- Lead an effective staff and volunteer team, including recruitment, supervision, team planning, staff support, performance review and development and compliance with National Volunteer Standards.
- Oversee the development of all program communications, including program manuals, reports and evaluation.
- 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 knowledge and understanding of the issues affecting young people from refugee and migrant backgrounds.
2. Strong track record in leading strategic, multi-stakeholder projects. Including planning, priority setting, budgeting, risk assessment, stakeholder engagement, implementation, issues management, quality assurance and evaluation.
3. Significant experience in managing a staff and volunteers, including a proven ability to lead a high performing team and implement best practice principles in managing volunteers.
4. Demonstrated high level written, verbal and interpersonal communication skills including effective presentation skills and the ability to write reports and project plans.
5. Demonstrated high level organisational skills including the ability to plan and manage an effective work program and meet deadlines.
6. Tertiary qualifications in a relevant discipline (i.e. social sciences, youth work, community development or education) and substantial work experience in the refugee and/or youth sector. Desirable: Qualifications and experience in group facilitation.

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 initially based in Carlton and involves outreach work across Melbourne. The employee may be required to work across other sites from time to time and to change sites as program priorities change.
- A current driver's license is required.
- This role at times may require a capacity to work flexible hours.

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 / /