

## Position Description

### Project Officer – Youth Leadership (CMY123)

Full-Time / Part-Time / EFT / Fixed term / Ongoing

Part time, Fixed term

Salary and conditions

SCHADS Level 4 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 Enterprise Agreement 2015-2018 or any replacement agreement.

Reports To

Team Leader – Youth Leadership

### 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

The Project Officer will sit within the Youth Leadership team, in line with CMY's strategic goal to increase opportunities for young people from migrant and refugee backgrounds to develop leadership skills, make their voices heard and contribute to community life.

The Youth Leadership team sits within the broader **Knowledge and Advocacy team**, which builds evidence and collates information to share with practitioners and policy makers. This evidence helps us design programs that address contemporary challenges, create appropriate opportunities and develop stronger communities. Our youth leadership programs that sit within this team builds the capacity of young people to become influential in Australian society as well as having a direct voice into our policy and advocacy work. Our university and sector partnerships help to produce research, policy and briefing papers to inform and influence policy development across a range of contexts.

## Position Summary

The Project Officer – Youth Leadership will primarily be responsible for supporting the work undertaken in the Youth Leadership team. The Project Officer will facilitate CMY's engagement of young people and lead the development, facilitation and delivery of Youth Leadership activities such as youth-led initiatives, consultations, youth networks, leadership training and program delivery and will liaise with stakeholders as required.

## Accountabilities

- Engage and support young people from refugee and migrant backgrounds to participate in CMY Youth Leadership activities
- Manage youth programs and networks including recruitment, planning, delivery and evaluation
- Develop and deliver training and capacity-building workshops and events to young people and facilitate youth-led initiatives.
- Establish and maintain partnerships with key stakeholders in the multicultural and youth sectors
- Undertake written work including the development of promotional materials, program documentation, evaluations and reports as required.
- Ensure all aspects of programs are delivered in a timely manner and according to projected budgets.
- Complete administrative responsibilities, such as timesheets, in a timely manner and participate in team meetings and other staff meetings as required.
- 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 a relevant discipline (i.e. social sciences, community development, education) and/or work experience in the refugee and/or youth sector.
- Understanding and commitment to working in accordance with youth participation and community development processes with a particular understanding of and sensitivity to issues affecting young people from refugee and migrant backgrounds
- Demonstrated experience in organising and delivering training and workshops to young people as well as facilitating youth-led initiatives.
- Strong communication skills including written and interpersonal with proven ability to engage with a diverse range of people from various sectors and backgrounds.
- Demonstrated organisational and planning skills, with a capacity to be flexible when working with young people.

### *Desirable:*

- Previous participation in or currently a long term (minimum of 2 years) participant in CMY programs

## 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 role at times may require a capacity to work flexible hours, including after hours or weekends, as well as commute to off-site locations across Melbourne.

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