

Position Description

Project Officer – Youth Leadership in Schools (CMY124)

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

Part Time , Fixed term

Salary and conditions

SCHADS Level 5 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 Bargaining 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

CMY's **Knowledge and Advocacy team** builds the 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 build 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 sector capacity building team facilitates stronger competencies for professionals in delivering stronger outcomes for young people. 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 in Schools will be responsible for the planning, development, implementation and evaluation of youth leadership programs and initiatives at CMY. The position will be initially responsible for the scoping and planning of a school-based project based in schools in the South East of Melbourne. Initially, the Project Officer will be responsible for establishing and developing partnerships with identified schools and develop an innovative and sustainable youth leadership and mentoring program. The role will include engaging and supporting young people to build stronger connections to their school, facilitating youth-led initiatives and supervising and supporting project support staff.

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Accountabilities

- Using existing CMY relationships, scope potential schools to deliver youth leadership and mentoring program
- Develop and maintain strong stakeholder relationships across the schools including with wellbeing and leadership teams
- Develop and pilot a sustainable, ongoing program model for continued use by schools that reflect student and curriculum needs
- Responsible for implementing all aspects of the projects that will include identifying and analysing issues, establishing stakeholder relationships, project planning, delivering targets on time and on budget, maintaining accurate data and contributing to reporting and evaluation.
- Work with internal stakeholders to design and develop leadership training with best practice approaches to engaging young people in youth-led and co-design projects.
- Lead and supervise project support staff to deliver leadership training and facilitate youth-led projects
- Engage and support young people from refugee and migrant backgrounds to participate in CMY Youth Leadership activities
- Develop and deliver training and capacity-building workshops and events to young people and facilitate youth-led initiatives.
- Undertake written work including the development of promotional materials, program documentation, evaluations and reports 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

1. Demonstrated extensive project management experience in the youth and/or educational sectors with a particular focus on initiating new projects in schools and developing sustainable programs that reflect curriculum and student needs
2. Demonstrated experience in facilitation and training as well as working with young people to design, plan, implement and evaluate a youth-led project
3. Understanding and commitment to working in accordance with youth participation and community development processes with a sensitivity to the experiences of young people from refugee and migrant backgrounds
4. Tertiary qualifications in youth work, social work, education or community development or at least 5 years relevant experience
5. Well developed written, verbal and interpersonal communication skills including the ability to write reports and project plans as well as facilitation and presentation skills

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.
- This role will be based between the CMY Carlton and Casey offices with travel to off-site locations
- 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 / /