

POSITION TITLE:	Project Officer – Youth Leadership		
REPORTS TO:	Team Leader – Youth Leadership		
POSITION CLASSIFICATION:	Part Time, Fixed Term		
AWARD/CERTIFIED AGREEMENT	Social, Community, Home care and Disabilities Award 2010 and CMY Collective Agreement 2015-2018 or any replacement agreement		
LOCATION:	Project Officer x 1 in Sunshine Project Officer x 1 in Narre Warren	APPROVED BY:	Jemal Ahmet
SALARY:	SCHADS Level 4 (\$66,788 - \$72,657), plus: <ul style="list-style-type: none"> <li>• Access to salary packaging</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>	LAST UPDATED:	March 2019

## About CMY

The Centre for Multicultural Youth (CMY) is a not-for-profit organisation based in Victoria, providing specialist knowledge and support to young people from refugee and migrant backgrounds. Our vision is that young people from migrant and refugee backgrounds are connected, empowered and influential Australians. Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, we are working to remove the barriers young people face as they make Australia their home

## About the Program Area

### 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 refugee and migrant backgrounds to develop leadership skills, make their voices heard and contribute to community life.

The Youth Leadership team sits within the broader **Program and Services** area. The Programs and Services area develops and delivers a range of programs and services that focus on building resilience and developing capability and capacity of multicultural youth within a strengths based, family and community focused approach. Programs and services are integrated and operate in a coordinated manner with a regional and state-wide focus. Our youth leadership programs 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 partnerships help to ensure that young people are able to thrive and have access to supports and resources across a range of contexts.

#### POSITION SUMMARY:

The Project Officer will primarily be responsible for the delivery of youth leadership activities with newly arrived young people to support their settlement and leadership aspirations. This will include intake activities, peer-led information sessions, leadership workshops and working with young people to identify and work towards reaching their personal and professional goals. In addition to the work with young people, the Project Officer will also be responsible for liaising and collaborating with mainstream youth and settlement services.

#### ACCOUNTABILITY:

- Implement youth leadership and settlement programs including recruitment, planning, delivery and evaluation;
- Develop and deliver assessment activities for newly arrived young people to explore and support their leadership and employment aspirations;
- Develop, deliver and facilitate training and capacity-building workshops to young people;
- Engage and support young people to deliver peer-to-peer information workshops to newly arrived young people;
- Establish and maintain partnerships with key stakeholders in the multicultural, settlement 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; and
- Complete administrative responsibilities in a timely manner and collaborate with team members and other CMY staff as required.

#### KEY SELECTION CRITERIA:

1. Demonstrated experience in planning, developing, delivering and evaluating youth programs including facilitation with young people
2. Demonstrated commitment to youth participation practices and community development principles
3. Demonstrated understanding of and sensitivity to issues affecting newly arrived young people from refugee and migrant backgrounds
4. Strong written and interpersonal communication skills including the ability to effectively engage with young people, families, professionals and collaborate with staff across multiple regions
5. Demonstrated organisational skills, with a capacity to be flexible and show initiative in a work setting

#### QUALIFICATIONS:

- Tertiary qualification in a relevant discipline (i.e. Youth Work, Community Development, Social Work, Social Science or other appropriate discipline) and/or equivalent relevant experience

#### 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;
- Applicants must have the right to work in Australia;
- 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

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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 requires a capacity to work flexible hours including evenings and occasionally on weekends; and
- A current driver's license is required as this role requires a capacity to travel throughout Victoria

**GENERAL REQUIREMENTS:**

- Demonstrate CMY values and behaviours Participation, Diversity and Human Rights;
- Comply with the Employee Code of Conduct;
- Comply with CMY policies, procedures and regulations; and
- Consistent with the strategic directions of CMY carry out all other duties as directed.

**CMY KEY OBJECTIVES AND ACTION STRATEGIES:**

- **My Community**  
Young people are connected, belong and contribute to their families and the community.
- **My Journey**  
Young people are empowered to access opportunities and actively shape their own futures.
- **My Voice**  
Young people are understood, accurately represented and influential.
- **My CMY**  
CMY is a strong partner and recognised leader in working with diverse young people.

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 ..... / ..... / .....