

Volunteer Position Description 2019

Youth Advisory Group Member

Status	Volunteer – 1 year minimum term, 2 year maximum term
Reports To	Youth Advocacy Officer
Contact Phone Number	Will Clarke (03) 8594 1559/0448 904 941

Centre for Multicultural Youth

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, including volunteers, to represent CMY as a caring, professional and client-focussed organisation and promote its range of programs and services.

Program Area

CMY seeks to recognise young people as ‘experts’ in our work to ensure that they are understood, accurately represented and influential in Australian society. CMY’s intended outcomes for young people include having access to a range of opportunities to tell their stories and promote their own views and ideas on issues they care about. CMY seeks to provide channels of influence that enable them to occupy leadership positions and promote understanding, including the establishment of CMY’s Youth Advisory Groups (YAGs).

The metropolitan YAG is coordinated by CMY’s Youth Leadership Team. The purpose of the YAG is to provide an opportunity for young people from refugee and migrant backgrounds to have input into CMY’s strategic plan implementation. The views and ideas expressed by YAG members will be taken into consideration during the decision making processes of staff, the Strategic Coordination Group, Management and Board of CMY. You will have the opportunity to help make a difference in how we do our work.

Position Summary

YAG members form a group of up to 10 young people from migrant and refugee backgrounds from across Melbourne. Members participate in YAG activities for two years with a minimum of one year commitment.

The YAG members meet once monthly, with members required attending the majority of the meetings per year. These meetings comprise of opportunities to meet other young people, discuss key issues facing multicultural young people, and provide feedback on projects, policies or other aspects of CMY’s work. At the YAG orientation retreat members will decide on priorities issues and areas of focus to explore for the year.

YAG members are also expected to attend additional meetings and participate on several working groups such as the Strategic Coordination Group, meet with CMY Team Leaders and Coordinators, meet with the CMY Youth Participation Working Group, and present at the end of year Board Meeting.

Additional opportunities provided to the YAG are generally optional, but highly recommended. YAG members are offered the opportunity to meet with the CMY Board annually, attend gala dinners with the CEO, build their contacts at networking events, contribute to other organisations consultations, attend training workshops, and participate in programs where they can further develop skills, meet members of our regionally based Youth Advisory Groups or represent CMY in various settings.

CMY Responsibilities

YAG members can expect CMY to provide:

Core

- A two night fully catered Orientation Retreat with CMY staff and YAG members to get to know each other and plan for the year ahead on Friday March 29th to Sunday March 31st 2019.
- Professional development training including Leadership, Project Management and Governance
- Guest speakers to present on issues identified by the YAG
- Provided a Myki card with a minimum of \$100 on it to cover transportation
- Provide facilitated monthly meetings with a fully catered dinner
- The resources necessary to carry out responsibilities of being on the YAG
- The opportunity to make connections by meeting with senior decision making staff and the Board of CMY
- Provide individual support to attend and participate effectively, including additional travel reimbursement
- The opportunity to attend an end of year celebration day

Additional

- Opportunity to attend, as CMY representatives, State Government ceremonies and events including the Premier's Gala Dinner for Cultural Diversity Week and the Young Achiever's Awards dinner
- Be nominated for various awards including the Young Achiever's Awards, Victorian Multicultural Commission Awards for excellence, VCAA Victorian Senior Secondary Leadership Awards.
- The opportunity and support to get involved in various projects across the Youth Leadership team and more generally across CMY
- Connect with other Youth Leadership and CMY volunteers for further professional development and networking opportunities

Accountabilities

Under the directions and guidance of CMY Staff, YAG members will:

Meetings

- Attend (minimum of 80%) and actively participate in the core YAG meetings including:
 - YAG Orientation Retreat from Friday March 29th to Sunday March 31st 2019.
 - YAG monthly meetings, on the first Wednesday of every month
 - Celebration Day in December - a whole day workshop to reflect on the past year
- In addition to the core YAG meetings, attend a minimum of two of the following meetings per year:
 - Meet with CMY Team Leaders & Coordinators
 - Meet with the CMY Youth Participation Working Group
 - Attend and present at the June and December CMY Board meeting

Advisory Capacity:

- Act as a reference point for CMY on matters relating to strategic plan implementation, program development, youth service provision and youth issues.
- Read key documents as required in order to prepare for and contribute to discussions.
- Contribute ideas into new ideas and projects.

Communication:

- Communicate with the Project Officer prior to meetings (or other activities) to confirm your attendance. A phone call is preferred rather than a text or email, at least 24 hours before the meeting or activity.
- Respond to contact from CMY in a prompt manner.
- YAG members may be required to communicate in between meetings via email or Facebook to share ideas or respond to opportunities that arise, or plan any youth-led projects together.
- Participate in the YAG Facebook group and adhere to the online code of conduct (using Facebook is optional, but recommended).

Behaviour Standards

- Demonstrate a commitment to the values of CMY which include human rights, diversity and participation.
- Adhere to CMY's Code of Conduct.

Key Selection Criteria

- Young person aged 16-25yrs
- First or second generation migration experience to ensure diversity in representation of migrant and refugee communities
- Ability to articulate issues of concern for migrant and refugee young people
- Analytical and problem solving skills in order to provide feedback
- Demonstrated commitment to addressing issues faced by migrant and refugee young people
- Willingness to participate and a commitment to attend YAG meetings

Additional Information

- CMY is an Equal Opportunity Employer
- This role requires the capacity to work flexible hours. Regular meetings occur out of business hours, whilst other opportunities may be during business hours, after hours, or on weekends.
- YAG induction and meetings are based in CMY's Carlton office, 304 Drummond St, Carlton. Additional activities may occur across Melbourne/Victoria.
- Prospective volunteers will be assessed against the Key Selection Criteria and must complete an online application, interview, reference checks and training induction day before being accepted into the program.
- CMY is committed to child safety and applicants are subject to child safe screening and assessment. This includes but is not limited to police record and working with children checks and child safety focused reference checks.
- Acceptance as a Youth Advisory Group member is subject to the satisfactory completion of a Police Record Check and Working with Children Check (free for volunteers). CMY will pay for costs associated with a Police Record Check. CMY volunteers are required to maintain a Working with Children Check, disclose any criminal charges or findings of guilt that arise and submit to regular police checks if required.

304 Drummond St, Carlton VIC 3054

T (03) 9340 3700 • F (03) 9349 3766 • ABN 82 127 444 713

info@cmymy.net.au • cmymy.net.au

- CMY is an Equal Opportunity Employer.
- CMY seeks to apply the National Volunteer Standards to support volunteers.
- In the context of Occupational Health & Safety (OH&S) all staff, including volunteers, 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.
- Volunteers are subject to relevant CMY policies as amended from time to time, including equal opportunity, internal complaints, OH&S, and accident and incident management.

Name: _____

Signature: _____

Date: _____