

## Volunteer Position Description

### ENVISION Peer Facilitators

<b>Status</b>	Volunteer, Approximately 1 Day <u>per Week</u> <u>minimum</u> 10 Month Commitment
<b>Reports To</b>	Project Officer – Youth Leadership
<b>Contact Phone Number</b>	Gabi Orosz (North-West) (03) 9340 3780 Temur Rezaie (South East) (03) 8594 1566

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

### Program Area

The *ENVISION* program is delivered by the Youth Leadership team at CMY, which offers a range of youth programs to work towards CMY's goal that young people are understood, accurately represented and influential. The Youth Leadership team works alongside youth volunteers to deliver a range of training and capacity building activities to young people from refugee and migrant backgrounds and provides opportunities for them to make a positive change in their own lives or communities.

The *ENVISION* program contributes to CMY's strategic objective of ensuring that young people are empowered to access opportunities and actively shape their own futures, by recognizing their capabilities, potential and the knowledge that they already have.

*ENVISION* will work with the Peer Facilitators to plan and deliver basic information sessions to groups of newly-arrived young people. The *ENVISION* information sessions cover a range of topics that have been designed by young volunteers from migrant and refugee backgrounds and will explore aspects of life in Australia, so that young people are better able to make informed decisions about their futures.

*ENVISION* will also involve the delivery of a group program that will be co-designed and co-delivered with the trained Peer Facilitators. The ongoing group program will engage newly arrived young people in setting goals and gaining clarity around future pathways, building confidence, practicing English, increasing social connectedness and gaining knowledge of existing support services.

## Position Summary

With the support of CMY's Project Officers, Peer Facilitators will undertake training in leadership, facilitation and presentation skills. They will collaborate with other volunteers in session planning, including content and activities. Drawing on their own experiences of settlement, Peer Facilitators will review and deliver sessions on topics including Racism and Discrimination, Volunteering, Employment Rights, Education Pathways, Mental Health and Sport. In addition, Peer Facilitators will work in collaboration with the Project Officers to plan and deliver regular group programs for newly-arrived young people. Information sessions and program activities will be delivered around Melbourne's North West and South East Regions, as arranged by CMY.

Peer facilitators will receive an honorary payment as recognition of the value and contribution they bring to the role, and are expected to commit for a minimum 10 months (Until End April 2021)). Peer Facilitators will be allocated to volunteering in either the North West or South East regions of Melbourne, with occasional opportunities to come together in a central location with volunteers from other sites and programs.

Throughout this project, Peer Facilitators will expand their networks and be influential in empowering newly arrived young people by sharing important information and facilitating sessions that help them make better informed decisions about their futures.

This role will increase the Peer Facilitator's understanding and awareness of issues facing newly-arrived young people, along with increasing their confidence, leadership skills and facilitation skills.

## CMY Responsibilities

ENVISION Peer Facilitators can expect CMY to provide:

- A comprehensive one day induction training with youth volunteers across CMY programs (including leadership and facilitation training), followed by a program specific orientation training
- An honorary payment to recognise the youth volunteer's value and contribution and cover costs incurred as part of their role
- Facilitated meetings with light refreshments or meal provided as appropriate
- Prompt, friendly and respectful communication in and outside of meetings from CMY staff
- Resources and support required to carry out responsibilities
- Administrative support and further professional development opportunities
- Opportunities to:
  - attend special events by CMY or other organisations
  - influence research and discussions on multicultural youth issues through participation in consultations and surveys
  - get involved in various projects across the Youth Leadership team and more generally across CMY

## Accountabilities

Under the directions and guidance of CMY Staff, ENVISION Peer Facilitators will:

- Attend and actively participate in induction training, orientation and program planning sessions
- Review, develop and edit session content and activities
- Work together with other volunteers to ensure sessions are informative and fun for newly arrived young people, including communicating via online platforms with volunteers and staff between planning sessions, where required
- Share experiences and knowledge with newly-arrived young people
- Co-deliver information sessions with other Peer Facilitators and support the delivery of group programs by Project Officers
- Attend CMY Youth Volunteer development and networking events
- Work within the boundaries of the role and program
- Accept and respond to feedback from CMY staff
- Abide by program policies and child safety standards when working with young people
- Perform all tasks in line with CMY values of Participation, Diversity and Human Rights.

Additional opportunities available to volunteers (optional, but highly recommended):

## Key Selection Criteria

- Young person aged 18-25 with a settlement experience (has come to Australia as a migrant or refugee)
- Good communication and presentation skills and confident in spoken and written English
- Understanding and sensitivity to working with young people from newly arrived communities
- Commitment to and interest in supporting young people from refugee and migrant backgrounds
- Commitment and ability to work in a team, with ability to reliably attend Induction training, Orientation, planning sessions and program activities
- Ability to work within the boundaries of the volunteer role and the program, including identifying issues or opportunities for program improvement with staff

## Additional Information

- CMY takes Child Safety seriously and all volunteer applicants are subject to 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.
- This role requires the capacity to work flexible hours.
- This role requires Peer Facilitators to independently travel across the area they have nominated – North West or South East. Training will be based in a central location and planning and delivery sessions will occur in the North West or the South East.

- Prospective volunteers will be assessed against the Key Selection Criteria and must complete an online application, interview and/or group assessment, reference checks and training before being accepted into the program.
- Acceptance as a CMY volunteer 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.
- 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.