

POSITION TITLE:	Project Officer		
REPORTS TO:	Program Manager		
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:	Dandenong	APPROVED BY:	Jemal Ahmet
SALARY:	SCHADS Level 5 plus: <ul style="list-style-type: none"> • Access to salary packaging • Superannuation at 9.5% • Annual leave loading • Generous entitlements including cultural leave options and flexible work arrangements 	LAST UPDATED:	April 2021

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

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.

The **Everybody Safe Every Day** Project is working to create a safe, inclusive and productive environment in the Dandenong library and surrounding public space. This involves working with library staff to feel safe, confident and equipped to meet the needs of all library and public space users. The project will also involve working with marginalised young people by linking them in with the support and services they need. Everybody Safe Every Day aims to increase the sense of safety and pride in our public spaces for all residents, including young people.

POSITION SUMMARY:
<p>The Project Officer will be working with Dandenong library staff to build confidence and capacity for staff to interact with young people by identifying and engaging relevant training and support, providing secondary consults as well as modelling supportive responses for library users. Additionally, the role will involve assessing risk and needs, and facilitating referral and/or engagement with relevant services for relevant library users. At times, the Project Officer will be responsible for facilitating stakeholder relationships with relevant CMY teams, local government departments, and community organisations. A monitoring and evaluation framework has been built into this project, and the Project Officer will also be leading the implementation of the framework which involves facilitating a reference group made up of young people and Library staff.</p>

JOB RESPONSIBILITIES:

The Project Officer, strongly connected to and supported by the broader CMY, will outreach to the CGD library to undertake the following:

- Provide support to library staff where and when they need it
- Provide information, support and referral to young people in the library vicinity, and provide training, support and confidence building for library staff to do the same
- Facilitate the provision of training to library staff around culturally responsiveness
- Co-design with young people and deliver programs and activities that work to create a safe space for all, and which builds a sense of public pride, responsibility and belonging for all young people utilising the library.
- Provide secondary consults to Library staff and other service providers associated with the CGD Library
- Facilitate outreach by other appropriate services to the library to allow young people to get the support they need.
- Build relationships, connection and mutually beneficial communication between library staff and the service system
- Implement and coordinate the monitoring and evaluation framework

KEY SELECTION CRITERIA:

1. Demonstrated experience in project management and design, including needs-based project delivery that addresses the barriers that impact on marginalised young people with complex and intersecting needs.
2. Demonstrated understanding of youth participation, co-design, community development principles and applying these principles in program development and delivery
3. Demonstrated experience in group facilitation within a youth-participation framework, including establishing and/or facilitating stakeholder reference groups
4. Experience in data collection and reporting
5. High level of interpersonal skills in engaging with stakeholders, including with communities, government and non-government organisations and the general public.
6. Strong administrative, time management, communication and IT skills

QUALIFICATIONS:

- Tertiary Qualification in Community Development, Social Work, Youth Work or equivalent with 3-5 years post qualification 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 Child 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 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:

Executive Manager
Name

Executive Manager Date / /
Signature

I have read, understood and accept the above position description:

Employee Name

Employee Signature Date / /