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| POSITION TITLE:           | Senior Project Officer – Youth Leadership   |               |               |
| REPORTS TO:               | Program Manager or Team Leader – Youth Leadership   |               |               |
| POSITION CLASSIFICATION:  | Fixed Term, Part Time   |               |               |
| AWARD/CERTIFIED AGREEMENT | Social, Community, Home care and Disabilities Award 2010 and CMY Collective Agreement 2015-2018 or any replacement agreement.   |               |               |
| LOCATION:                 | Carlton & Ballarat CMY Office Location and work from home ( <i>due to COVID-19 restrictions</i> )   | APPROVED BY:  | Jemal Ahmet   |
| SALARY:                   | SCHADS Level 5 plus: <ul style="list-style-type: none"> <li>• Access to salary packaging</li> <li>• Superannuation at 10%</li> <li>• Annual leave loading</li> <li>• Generous entitlements including cultural leave options and flexible work arrangements</li> </ul> | LAST UPDATED: | November 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 Senior 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.

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| <b>POSITION SUMMARY:</b>  |
| <p>The Senior Project Officer role will be responsible for the planning, implementation, monitoring and evaluation of youth leadership project/s. The role will initially be responsible for overseeing the planning, delivery and evaluation of a new youth leadership program which will focus on gender equity and domestic and family violence (DFV) awareness raising both in metropolitan Melbourne and the regional area of Ballarat.</p> <p>The role will include recruitment and engagement of young people in project activities and as volunteers; facilitating co-designed and youth-led processes with young volunteers, implementing the outcomes of the co-design processes; and establishing and maintaining partnerships with local government, specialist DFV services and other key youth and multicultural service providers.</p> |

As Senior Project Officer, the role will be expected to work in collaboration with teams supporting the delivery of projects including CMY's regional presence program in Ballarat.

Additionally, the Senior Project Officer is expected to actively support the work of the Youth Leadership team as a whole, and collaborate with staff across the team and organisation to enhance organisational practice, and maximise the opportunities for, and voice of, young people.

#### JOB RESPONSIBILITIES:

- Project planning, implementation, monitoring and evaluation of youth leadership project/s
- Promote project activities through youth, educational, multicultural and community sector networks
- Engage, recruit and support young volunteers and participants in project activities
- Plan, deliver and facilitate leadership and induction program for youth volunteers in the area of gender equity and prevention of family violence
- Plan, support and facilitate co-design project/s
- Oversee any social media communications to support the project
- Collaborate with staff and volunteers across different regions, offices and programs to ensure programs goals are met and volunteers and participants are supported
- Establish and maintain local partnerships for successful delivery of the project including with local Councils, and educational and community service providers
- Deliver all aspects of the project including delivering targets on time and on budget and maintaining accurate data
- Monitor and evaluate project activities including identifying and analysing issues and trends, incorporating recommendations for continuous improvement and developing concise internal and external reports
- Undertake written work including the development of promotional materials, program documentation, evaluations and reports
- 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 expertise in the areas of family violence, gender equity and family violence prevention, including an understanding of early intervention and prevention approaches
2. Demonstrated experience in delivering training and facilitating youth-led and/or co-design projects
3. Extensive demonstrated project management experience in the youth and/or community sectors including critical thinking skills and a particular focus on establishing and maintaining local partnerships
4. Demonstrated experience in recruitment, induction, support of volunteers
5. High level of 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
6. Excellent written, verbal and interpersonal communication skills, including the ability to write reports and project plans at a high standard, and the ability to communicate complex ideas into advice and guidance

#### QUALIFICATION REQUIREMENT:

- Tertiary qualification in a relevant discipline (i.e. Gender Studies, Youth Work, Community Development, Social Work, Social Science, Political Science or other appropriate discipline) and/or equivalent relevant work 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;
- Due to COVID-19 restrictions, this role will require you to work both from home and in the office. The successful candidate will participate in a comprehensive orientation and will be provisionally assigned any relevant equipment. This role will be based at the CMY Carlton office, however regular travel to the CMY Ballarat office and other offices is expected.
- 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, including overnight stays
- The successful applicant must provide evidence that they meet government COVID-19 vaccination requirements and are either fully vaccinated with a TGA approved COVID-19 vaccine or have received at least 1 dose of a COVID vaccination and a booking to receive the second vaccination by November 26th 2021.

**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/Senior  
Manager Name

Executive/Senior  
Manager Signature

Date

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

Employee Name .....



Employee Signature ..... Date ..... / ..... / .....