

# Volunteer Position Description

## Metro Youth Advisory Group Member 2022

Status	Volunteer – 1-year minimum term, 2-year maximum term
Reports To	Project Officer – Youth Leadership
Contact	Stacey Mendes, M   0452521954, E   <a href="mailto:smendes@cmy.net.au">smendes@cmy.net.au</a>

## 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-focused 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 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 YAG is to provide an opportunity for young people from refugee and migrant backgrounds to have input into CMY’s work and implementation. CMY seeks to work alongside young people to ensure that their voices and ideas are expressed in the work we do.

## 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.

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YAG members meet once monthly, with communication and additional activities between meetings. YAG 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. Furthermore, YAG members are required to attend the YAG Orientation Retreat in March each year, where they will decide on priority issues and focus areas to explore for the year. Lastly, YAG members are required to attend an end of year reflection and celebration meeting as well as professional development in the middle of the year.

YAG members are also invited to attend additional meetings and participate on internal working and governance groups; meet with the regionally based YAG in Ballarat and Morwell, meet with CMY Team Leaders and Program Managers, attend and participate in the youth leadership volunteer evenings, and present to executive management and the CMY Board throughout the year.

Additional opportunities provided to the YAG are generally optional, but highly recommended. YAG members are offered the opportunity to attend gala dinners with the CEO, build their professional contacts at networking events, contribute to consultation for external service providers, attend training workshops and participate in programs where they can further develop skills and / or represent CMY in various settings.

## CMY Responsibilities

***YAG members can expect CMY to provide:***

- A two-night fully catered, all costs covered Orientation Retreat with CMY staff and YAG members to get to know each other and plan for the year ahead on Friday March 18th to Sunday March 20th 2022.
- Professional development training including leadership, decision making, project management and facilitation.
- Guest speakers to present on issues identified by the YAG.
- An honorary payment to recognise the youth volunteer's value and contribution and cover costs incurred as part of their role.
- Facilitated monthly meetings (primarily in-person and online when needed) with a fully catered nourishing dinner when meeting face to face.
- Prompt, friendly and respectful communication in and outside of meetings from CMY staff.
- Resources and support required to carry out responsibilities of being on the YAG.
- Administrative support and professional development opportunities.

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- Opportunities to make connections by meeting with senior decision-making staff and the Board of CMY.
- Individual support to attend and participate effectively, including additional travel reimbursement if require
- An end of year celebration.

## **Additional**

- Attend, as CMY representatives at Government ceremonies and events, when opportunities arise.
- 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**

As a YAG member you are expected to participate and contribute to YAG activities including meetings and professional development sessions and co-operate with the team to achieve YAG objectives. Under the directions and guidance of CMY staff, YAG members are specifically expected to:

### **Meetings:**

- Attend all YAG meetings on the first Tuesday of every month with a minimum of 80% attendance. In the event that you are unable to attend, you are to inform the Project Officer prior to the meeting.
- Attend YAG Orientation Retreat from Friday March 18th to Sunday March 20th 2022.
- Attend professional development and training sessions specifically for YAG.
- Attend Youth Leadership volunteer catch up events.
- Attend an end of year celebration and reflection event.
- Collaborate with Youth Leadership groups within CMY to share experiences, perspectives and solutions, to provide a complex overview of the experiences of all young people working with CMY to Executive Management and the Board.
- Deliver a youth-informed state-wide forum and an output decided upon along with CMY's Sector development and Policy team.

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## **Advisory Capacity:**

- Consult with wide numbers of young people and relevant stakeholders on issues identified by the YAG as a focus for the year.
- 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.
- Participate on internal working groups, where invited.
- Contribute ideas to existing and new projects and resources at CMY.

## **Communication:**

- Communicate with the Project Officer prior to meetings (or other activities) to confirm your attendance.
- Respond to contact from CMY in a prompt manner.
- YAG members will be required to communicate with each other in between meetings via online platforms (e.g., Slack or WhatsApp) to share ideas, action responsibilities and respond to opportunities and issues that arise.
- Sign up to and contribute to regular updates for the CMY's Youth Leadership Communications including the e-Newsletter 'The Mix' and the Young Initiator's Instagram.

## **Behaviour Standards:**

- Adhere to CMY's Child Safety Standards.
- Undertake and complete a Police Check and Working with Children Check prior to beginning your role on YAG.
- Adhere to CMY's Code of Conduct.
- Demonstrate a commitment to the values of CMY which include human rights, diversity and participation.
- Adhere to CMY's social media policy.

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## Key Selection Criteria

- Young person aged 16-25yrs from a refugee or migrant background (including young people born in Australia with parents/carers with a refugee/migrant experience).
- Able to attend YAG meetings both in-person at CMY's Carlton office and online (first Tuesday of each month).
- Commitment to addressing and advocating for issues faced by young people from refugee and migrant backgrounds.
- Willingness to consult with wide numbers of young people and key stakeholders.
- Analytical and problem-solving skills in order to provide feedback.

## 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 recruitment process. These include but are not limited to Police Record and Working with Children Checks, and child safety focused referee checks.
- YAG induction and meetings are predominantly based in CMY's Carlton office, 304 Drummond St, Carlton. There is the possibility that some YAG meetings will take place online, this will be discussed as a group on the Orientation Retreat. Additional activities may occur across Melbourne/Victoria.
- This role requires flexible availability. Regular meetings occur out of business hours, whilst other opportunities may be during business hours, after hours, or on weekends.
- Prospective volunteers will be assessed against the Key Selection Criteria and must complete an online application, interview, reference checks and Orientation Retreat before being accepted into the program.
- 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.
- CMY is an Equal Opportunity Employer.
- CMY seeks to apply the National Volunteer Standards to support volunteers.

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- 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.
- **In line with Victorian Government Vaccination requirements, the successful applicant must be fully vaccinated with a TGA approved COVID-19 vaccine and provide evidence of COVID 19 vaccination prior to commencement.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_