

WYPIN Volunteer Position Description

WYPIN Committee Member 2022

Status	Volunteer, 1 year minimum term
Reports To	Project Officer – Youth Leadership
Contact	Matt Ondarchie, P (03) 9340 3700, M 0475 400 740, E mondarchie@cmj.net.au Daniel Nair Dadich, P (03) 9340 3779, M 0400 502 998, E ddadich@cmj.net.au Ikram Mahamed, E imahamed@cmj.net.au

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 WYPIN Committee.

The Western Young People's Independent Network (WYPIN) is a youth-led initiative, supported by CMY to provide meaningful opportunities for active citizenship, capacity-building and leadership for young people aged 12-25yrs from refugee and migrant backgrounds in the western region of Melbourne.

This aim will be achieved through four interlinked objectives to:

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- Engage and support a core group of youth volunteers in the WYPIN Committee to lead positive change in the community
- Build the confidence, skills and knowledge of the WYPIN Committee members to succeed in their role
- Provide the capability, information and resources for the WYPIN Committee to make informed decisions and lead local initiatives in areas of identified need or interest
- Facilitate informal mentoring and support of WYPIN Committee members to young people living in the west of Melbourne

Position Summary

WYPIN Committee members will be recruited, inducted and trained in areas that support them to succeed in their role including leadership, working with others, decision-making, project management, facilitation and budgeting. They will meet regularly, as determined by the Committee members, in order to achieve their planned activities that include:

- Leadership Workshops for Young People living in the West: workshops led by WYPIN Committee and CMY staff in areas such as mental health, employment readiness, self-advocacy, financial literacy and leadership
- Youth-led Projects: where projects are developed and implemented by young people who have participated in WYPIN leadership training activities. Youth-led projects identified by local young people will be provided seed funding to initiate their ideas for making positive change with support and mentoring from the WYPIN Committee and CMY staff
- #BestOftheWest campaign: social media campaign by and for multicultural young people living in the west of Melbourne that celebrates the achievements of local young people
- WYPIN EOY Graduation Event: to celebrate those who have been involved in WYPIN each year, where family, community leaders and representatives are invited for dinner and presentations

Additional opportunities provided to WYPIN committee members are generally optional, but highly recommended.

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Key Selection Criteria

- Young person aged 16-25yrs living, studying or working in the western suburbs of Melbourne
- Refugee or migration experience including young people whose parents/carers have had a refugee/migrant experience.
- Passionate about addressing issues faced by young people from refugee and migrant backgrounds
- Interest in planning and facilitating leadership programs for other young people
- Committed to participating in and attending WYPIN meetings and events

CMY Responsibilities

WYPIN members can expect CMY to provide:

- Professional development training including leadership, facilitation and project management
- An honorary payment to recognise the youth volunteer's value and contribution and cover costs incurred as part of their role
- Facilitated monthly meetings
- Prompt, friendly and respectful communication in and outside of meetings from CMY staff
- Resources and support required to carry out responsibilities of being part of WYPIN
- Administrative support and professional development opportunities
- Individual support to attend and participate effectively, including additional travel support where necessary
- An end of year celebration
- Opportunities to attend special events by CMY or other organisations, influence research and discussions on multicultural youth issues through participation in consultations and surveys and get involved in various projects across the Youth Leadership team and more generally across CMY

Accountabilities

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

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Meetings

- Attend all WYPIN meetings as coordinated. In the event that you are unable to attend, you are to inform the Project Officer prior to the meeting
- Attend Induction and training days on
- Attend professional development and training sessions throughout the year
- Attend Youth Leadership Volunteer catch ups

Project Delivery:

- Meet regularly to plan and design planned activities
- Co-facilitate and deliver activities with Project Officer – Youth Leadership
- Design, implement and collate feedback and evaluation findings of planned activities

Advisory Capacity:

- Inform on multicultural youth issues by participating in consultation and surveys

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
- WYPIN members will be required to communicate with each other in between meetings via online platforms to share ideas, action responsibilities and respond to opportunities and issues that arise
- Read documents that are provided prior to meetings and contribute to discussions
- Sign up to and contribute to regular updates for the CMY e Newsletter 'The Mix'

Behaviour Standards

- Demonstrate a commitment to the values of CMY which include human rights, diversity and participation
- Undertake and complete a Police Check and Working with Children Check prior to beginning your role on WYPIN
- Adhere to CMY's code of conduct on the CMY Facebook page as well as the WYPIN group page
- Adhere to CMY's Code of Conduct
- Adhere to CMY's Child Safety Standards

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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.
- WYPIN induction and meetings are predominantly based online or in a location in the western suburbs.
- 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 WYPIN Committee 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.
- 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: _____