

POSITION TITLE:	Employment Project Officer		
REPORTS TO:	Senior Manager, Service Innovation		
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:	Carlton	APPROVED BY:	Soo-Lin Quek
SALARY:	SCHADS Level 3 plus: <ul style="list-style-type: none"> • Access to salary packaging • Superannuation at 10% • Annual leave loading • Generous entitlements including cultural leave options and flexible work arrangements 	LAST UPDATED:	May 2022

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

Employment Empowers (EE) sits within the Business Development unit of the Knowledge, Advocacy and Service Innovation area (KASI).

Our employment program empowers young people to access employment opportunities through education options, work-experience, traineeships and apprenticeships in growth industries in Victoria. It not only finds a pathway for them to find and create their place in the world but connect them to invaluable networks and systems that will help solidify their work prospects for the future.

By working in a strengths-based, youth-centred way we support young people through mentoring, job-readiness training, job seeking and job-matching. We also rely on corporate/employer partnerships to increase employment opportunities as well as enterprise development

POSITION SUMMARY:
The Employment Project Officer is responsible for the delivery and implementation of the Centre for Multicultural Youth's employment-related initiatives. A strong focus of the role is on youth engagement and matching the skills and strengths of young people from migrants and refugee backgrounds to employment opportunities. This role will work closely with the Employment Senior Project Officer to ensure young people from migrant and refugee backgrounds have every opportunity to secure sustainable employment in Australia.

JOB RESPONSIBILITIES:

- Assist the Employment Senior Project Officer with internal data collection by developing surveys and undertaking an employment needs-analysis of young refugees and migrants, and identifying job-readiness requirements
- Work alongside CMY Program Managers to identify gaps and the employment needs of young people
- Recruit, support and deliver training for young people to assist with their employment prospects to deliver the outcomes needed
- Work across CMY programs and services to provide young people links and connections with business/ corporate/employment opportunities
- Support the Employment Senior Project Officer with implementation and delivery of projects with employment related outcomes across the Centre for Multicultural Youth.
- Promote CMY's Employment programs to young people, their parents, communities and other services providers
- Actively participate in team and organisational meetings and cross program/organisational initiatives.
- Develop databases including those relating to young jobseekers, employee partners and job opportunities

KEY SELECTION CRITERIA:

1. Demonstrated experience in project implementation, including well-developed organisational and administrative skills, the ability to plan and manage an effective work program and meet deadlines and the capacity to be flexible.
2. Demonstrated paid or volunteer work experience in working with young people from migrant and refugee backgrounds.
3. Knowledge of youth unemployment and strategies that support effective pathways for young people, with a particular understanding of issues relevant to refugee and migrant background young people.
4. Well-developed interpersonal and cross cultural communication skills with proven ability to liaise with a diverse range of people including young people, families, communities, volunteers and external organisations.
5. Relationship management skills and experience; including developing and fostering collaborative relationships with both internal and external stakeholders across a range of community, philanthropic, private and public sectors.

QUALIFICATION REQUIREMENT:

- Tertiary qualifications in a relevant discipline (i.e. social sciences, community development, project management) and work experience in a relevant role.

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 will be based out of the CMY Carlton office but may include travel to other CMY offices;
- 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
- 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

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 Date / /

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

Employee Name

Employee Signature Date / /