

Volunteer Position Description

Speak Up! Youth Volunteer

Status	Volunteer – 1 year minimum, 19 months maximum
Reports To	Senior Project Officer – Youth Leadership
Contact	Zoraida Salazar, M: 0487 097 014, E: zsalazar@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

Speak Up contributes to CMY's strategic objective that young people are understood, accurately represented and influential in Australian society.

Speak Up is a primary and early intervention project designed to promote gender equity among multicultural young people in Victoria. Young people from multicultural backgrounds will come together, be recognised for their leadership, share their unique identities and experiences, learn about gender equity and promote awareness and solutions to other young people.

With meaningful youth participation at the heart of this project, Speak Up! will provide a platform for inclusion of young people's perspectives and solutions, through supporting them to mobilise and contribute to gender equity and violence prevention amongst peers and the broader community.

The project will be delivered in metropolitan Melbourne and the regional area of Ballarat.

From these areas we aim to recruit young people from multicultural backgrounds, and through the design and delivery of activities, empower them to stand up and speak out to inform and educate their peers and communities about gender equity and the prevalence, nature and root causes of family violence.

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Position Summary

Young people from multicultural backgrounds will be engaged over 19 months from June 2022 to December 2023 as Speak Up! Volunteers.

20 Speak Up! Volunteers will form two groups, with 10 young people in each group. One group will be from metropolitan Melbourne and Ballarat. The two groups will come together to learn, share and collaborate on their activities.

The Volunteers will undertake training to build their knowledge and capacity in the area of gender equity and the prevention of family and domestic violence from June to December 2022. The Speak Up! Volunteers will meet weekly in 2022 to co-design initiatives that improve awareness and understanding of family violence and gender equity, its impacts and relevant support services. Once co-designed, CMY and the Speak Up! Volunteers will deliver the initiatives to other young people from refugee and migrant backgrounds throughout 2023.

CMY Responsibilities

- Speak Up Volunteers can expect CMY to provide:
- Extensive training program (online and in-person) over six months enabling volunteers to succeed in their role. Topics covered include leadership, project management, co-design, facilitation, self-care, gender equity, cultural responsiveness, intersectionality and prevention of violence against women.
- An honorary payment to recognise the youth volunteer's value and contribution and cover costs incurred as part of their role.
- Facilitated weekly (or as needed) co-design meetings (both in-person and online) with a fully catered nourishing dinner when meeting face to face.
- Prompt, friendly and respectful communication in and outside of meetings from CMY staff
- Administrative support and professional development opportunities
- The promotion of the initiative to stakeholders and the general public
- Individual support to attend and participate effectively, including additional travel reimbursement if required
- An end of year celebration

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Accountabilities

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

Meetings:

- Attend Speak Up co-design meetings with a minimum of 80% attendance. In the event that you are unable to attend, you are to inform the Senior Project Officer prior to the meeting.
- Attend induction training and professional development sessions from June to December 2022
- Attend Youth Leadership Volunteer catch up events including end of year celebration event
- Co-design and -deliver initiatives around gender equity and domestic family violence. The co-design period will run from August 2022 to December 2022 and the delivery of the activities will happen between January 2023 and December 2023.
- Share your experience and knowledge through your participation during the development phase
- Complete the online Youth leadership Induction training and the online Family Violence training.

Communication:

- Communicate with the Senior Project Officer prior to meetings (or other activities) to confirm your attendance.
- Respond to contact from CMY in a prompt manner
- Volunteers 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
- Read documents that are provided prior to meetings and contribute to discussions
- 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

- Undertake and complete a Police Check and Working with Children Check prior to beginning your role as a Reverb youth volunteer
- Adhere to CMY's Child Safety Standards
- 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 18-25yrs from a refugee or migrant background (including young people born in Australia with parents/carers with a refugee/migrant experience)
- ❖ Passionate and comfortable to speak about gender equity and the prevention of domestic and family violence
- ❖ Commitment to addressing and advocating for issues facing young people from refugee and migrant backgrounds
- ❖ Able to commit to and attend Speak Up! activities including the training program and co-design process (June – Dec 2022) and the delivery of co-design activities from Jan – Dec 2023.

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.
- ❖ Speak Up induction and some meetings will be based in the relevant CMY office. The Melbourne volunteer group will predominantly meet at CMY's Carlton office, 304 Drummond St, Carlton. The regional group will predominantly meet at CMY's Ballarat office, 25-39 Barkly Street, Ballarat East. Most meetings will take place online. 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 group induction before being accepted into the program.
- ❖ Acceptance as a Speak Up volunteer 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: _____