

POSITION TITLE:	Project Officer – Youth Leadership		
REPORTS TO:	Team Leader – Youth Leadership		
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:	South East	APPROVED BY:	Jemal Ahmet
SALARY:	SCHADS Level 4, plus: <ul style="list-style-type: none"> <li>• Access to salary packaging</li> <li>• Superannuation at 10.5%</li> <li>• Annual leave loading</li> <li>• Generous entitlements including cultural leave options and flexible work arrangements</li> </ul>	LAST UPDATED:	June 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

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.

The **Youth Leadership team** sits within the broader Programs and Services area. CMY's 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.

<b>POSITION SUMMARY:</b>
<p>The Project Officer will primarily be responsible for the delivery of youth leadership activities with newly arrived young people to support their settlement and leadership aspirations. This will include intake activities, peer-led information sessions, leadership workshops and working with young people to identify and work towards reaching their personal and professional goals.</p> <p>Additionally, the Project Officer will maintain stakeholder relationships with relevant community, research and government services across the youth and multicultural sector as well as support youth leadership activities across CMY. The 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.</p>

#### JOB RESPONSIBILITIES:

- Implement youth leadership and settlement programs including recruitment, planning, delivery and evaluation;
- Develop and deliver assessment activities for newly arrived young people to explore and support their leadership and employment aspirations;
- Actively promote CMY programs and services through outreach to education providers, community organisations and settlement services
- Develop, deliver and facilitate settlement information and programs to newly arrived young people;
- Develop, deliver and facilitate training and capacity-building workshops to young people in leadership, working with others, advocacy, public speaking, storytelling, facilitation, project management and other relevant areas;
- Recruit, on board, engage and support young people as volunteers;
- Organise and facilitate regular meetings with young volunteers to support them to succeed in their role;
- Engage and support young volunteers to deliver peer-to-peer information workshops to newly arrived young people;
- Support and facilitate young people to develop, deliver and evaluate activities;
- Facilitate young people's access to opportunities as they arise through CMY networks;
- Liaise with and facilitate connections between young people and CMY
- Establish and maintain partnerships with key stakeholders in the multicultural, settlement and youth sectors;
- Collaborate with relevant CMY teams and staff to deliver project activities including internal working groups;
- Undertake written work including the development of promotional materials, program documentation, evaluations and reports as required;
- Ensure all aspects of programs are delivered in a timely manner and according to projected budgets; and
- Complete administrative responsibilities in a timely manner and collaborate with team members and other CMY staff as required.

#### KEY SELECTION CRITERIA:

1. Demonstrated experience in planning, developing, delivering and evaluating youth programs including facilitation with young people
2. Understanding and commitment to working in accordance with youth participation and community development processes, with a sensitivity to the experiences of newly arrived young people from refugee and migrant backgrounds
3. Experience in recruitment, induction and support of volunteers and/or young people in programs
4. Strong written and interpersonal communication skills including the ability to effectively engage with young people, families, professionals and collaborate with staff across multiple regions
5. Demonstrated organisational skills, with a capacity to be flexible and show initiative in a work setting

#### QUALIFICATION REQUIREMENT:

- Tertiary qualification in a relevant discipline (i.e. Youth Work, Community Development, Social Work, Social Science or other appropriate discipline) and/or equivalent relevant 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;
- This role will be based in Melbourne’s South East but travel to other CMY offices may be required.
- 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 CMY’s COVIDSafe policy and practices, there is a requirement the successful applicant must provide evidence of receiving two doses of a TGA approved COVID-19 vaccine or exemption (if applicable), 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 ..... / ..... / .....

Manager Signature

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

Employee Name .....

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