

POSITION TITLE:	MY Education Project Support Officer		
REPORTS TO:	MY Education Project Officer LBB		
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:	Casey/Dandenong/Sunshine/Carlton	APPROVED BY:	Soo-Lin Quek
SALARY:	SCHADS 4 plus: <ul style="list-style-type: none"> • Access to salary packaging • Superannuation at 9.5% • Annual leave loading • Generous entitlements including cultural leave options and flexible work arrangements 	LAST UPDATED:	December 2019

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 MY Education Project Support Officer sits within the MY Education team in the Sector Development and Knowledge and Advocacy area.

CMY's Sector Development and Knowledge and Advocacy team builds the evidence and collates information to share with practitioners and policy makers. This evidence helps us design programs that address contemporary challenges, create appropriate opportunities and develop stronger communities. Our sector capacity building team facilitates stronger competencies for professionals in delivering stronger outcomes for young people.

Within this work area, CMY's MY Education provides resources and support crucial to the success of primary and secondary students' learning. MY Education delivers two key programs, LBB and RESP, that support schools and community organisations to improve out-of-school-hours learning throughout Victoria.

Across Victoria, Learning Beyond the Bell (LBB) supports over 350 schools and organisations delivering out-of-school-hours learning support programs (OSHLSPs), also known as homework clubs. These programs provide high quality tuition and learning support to children and young people from migrant and refugee backgrounds and their families. They also assist families to better support their children's learning at home.

LBB is a state-wide service. The increasing settlement of young people with refugee and migrant backgrounds into other rural and regional areas and into growth corridor areas of Melbourne necessitates an increased focus on these areas.

POSITION SUMMARY:
The MY Education Project Support Officer is responsible for providing support and assistance to the Project Officers and Team Leader. This position will be integral in providing timely and accurate information to the MY Education team who are both Melbourne and Regionally based.

JOB RESPONSIBILITIES:

- Assist the LBB Project Officer in providing support and assistance to OSHLSPS to increase their capacity to work with newly arrived migrant and refugee young people;
- Undertake assessments, develop, implement and review re-engagement plans to support OSHLSPs
- Support strong and positive relationships with schools and work in close collaboration with schools, organisations and services including education, community and cultural groups;
- Provide individual support, resources and promote training to improve the quality of existing out of school hours learning support programs
- Develop new and review existing resources to support OSHLSPS, including online training modules
- Deliver information and training sessions to OSHLSPS, service providers and the broader community;
- Provide community outreach and information and referral support;
- To promote and seek young people's connectedness with family, education and employment, peers and community;
- Maintain up to date information on existing programs including formulating evidence based responses to identified gaps in service provision, contractual and organisational requirements;
- Attend meetings and forums as required;
- Attend to and respond to administrative tasks, as directed by the Project Officer;
- Provide administrative support to the annual MY Education awards, including liaising with relevant internal and external stakeholders;
- Maintain Bridge database to ensure up to date and reliable quantitative data collection;
- To work flexibly and collaboratively in a small team, also externally with key service delivery stakeholders; and
- To participate in supervision, professional development and reflective practice to develop and enhance best practice

KEY SELECTION CRITERIA:

1. Strong communication skills demonstrating an ability to initiate and develop productive relationships with a variety of stakeholders
2. Excellent written and administrative skills
3. Ability to work independently and demonstrate initiative and judgement when undertaking tasks
4. Ability to work effectively within a team contributing to team objectives and outcomes
5. An understanding of the education sector, in particular schools, curriculum and the challenges for students and families with refugee and migrant backgrounds. An understanding of Out of School Hours Learning Support Programs and their role in supporting the educational needs of children and young people with migrant and refugee backgrounds.

QUALIFICATIONS:

- Tertiary qualifications in youth, community, social work and/or education sectors

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 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 is desirable

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 Manager
Name

Executive Manager Date / /

Signature

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

Employee Name

Employee Signature Date / /