

POSITION TITLE:	Portfolio Officer - Employment		
REPORTS TO:	Program Leader/Partnerships Manager - Employment		
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 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:	January 2020

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

For many young migrants and refugees, the first step to feeling a sense of belonging in Australia comes from securing a job. Finding work is often the number one priority of the young people that CMY work with; employment enables them to achieve economic security and contributes to building a positive sense of identity. CMY's Employment Empowers program supports young people on this journey and is a response to the need for a better understanding of the requirements of both young culturally diverse jobseekers and employers.

POSITION SUMMARY:
The <i>Portfolio Officer – Employment</i> 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 volunteer management and working with the <i>Portfolio Advisor – Employment</i> to ensure young people from migrant and refugee backgrounds have every opportunity to secure sustainable employment in Australia.

JOB RESPONSIBILITIES:
<p>Project management</p> <ul style="list-style-type: none"> • Manage the Employment program's databases including those relating to young jobseekers, volunteer mentors, employee partners, and job opportunities. • Analyse data, run reports and extrapolate information for the successful implementation of employment-related projects. • Support the implementation, management, and delivery of projects with employment-related outcomes across the Centre for Multicultural Youth. <p>Youth and volunteer engagement</p> <ul style="list-style-type: none"> • Identify and recruit young people from refugee and migrant backgrounds appropriate to participate in the Employment Empowers program.

- Promote the program to young migrants and refugees, their parents, communities, and other services providers.
- Recruit, screen, support, train and supervise volunteer employment mentors.
- Match young jobseekers with volunteer mentors.
- Provide one-on-one support to Employment Empowers participants to support them in their job-seeking endeavours.
- Administrative tasks involved in youth engagement including referral pathways, meetings, communication, development and maintenance of systems and procedures.
- Establish and maintain referral pathways for young people that require support outside of the scope of the Employment Empowers program and ensure that volunteers are aware of these programs and services.
- Where necessary, refer young people to programs and services outside of the Employment Empowers program.

Administration

- Administrative tasks involved in volunteer management including monthly reports and feedback to volunteers, meetings, communication, development, and maintenance of systems and procedures.
- Facilitation of training sessions and workshops for young jobseekers and volunteer mentors.
- Actively participate in team and organisational meetings and cross program/organisational initiatives.
- Represent CMY within regional community and stakeholder networks.

KEY SELECTION CRITERIA:

1. Demonstrated experience in project implementation, which includes well-developed organisational and administrative skills, the ability to plan and manage an effective work program, meet deadlines, the capacity to be flexible, and stakeholder management skills.
2. High-level proficiency in database management, extraction and analysis of data and producing reports.
3. Experience in the delivery of youth unemployment initiatives 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.

DESIRABLE:

- Experience in the facilitation of training and workshops.
- Interest in building cross-cultural skills in the workplace.

QUALIFICATIONS:

- Qualifications (three-year degree) in relevant discipline (Social Sciences, Community Development, Youth Work, etc), plus at least two years of experience relevant to the 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 requires a capacity to work flexible hours including evenings and occasionally on weekends;

GENERAL REQUIREMENTS:
<ul style="list-style-type: none"> • 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:
<ul style="list-style-type: none"> • My Community Young people are <i>connected, belong and contribute</i> to their families and the community.
<ul style="list-style-type: none"> • My Journey Young people are <i>empowered to access opportunities</i> and actively shape their own futures.
<ul style="list-style-type: none"> • My Voice Young people are <i>understood, accurately represented and influential</i>.
<ul style="list-style-type: none"> • 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 / /

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

Employee Name

Employee Signature Date / /