

POSITION TITLE:	Team Leader - Youth Leadership		
REPORTS TO:	Program Manager - 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:	Carlton	APPROVED BY:	Jemal Ahmet
SALARY:	SCHADS Level 6 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:	July 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.

POSITION SUMMARY:
<p>The Team Leader - Youth Leadership is responsible for implementing a variety of projects in line with CMY's strategic objectives, including increasing opportunities for multicultural young people to develop leadership skills, have their voices heard, contribute to civic life and build social cohesion.</p> <p>The role includes leading and supervising teams of project staff to successfully deliver youth focussed services and projects, and in supporting the Program Manager in the maintenance of stakeholder and community relations including with funding bodies. The Team Leader will work under the general guidance and direction of the Program Manager. The Team Leader will provide leadership, guidance and direction including specialist support for the effective management of a range of projects and activities under the Youth Leadership umbrella.</p> <p>The Youth Leadership Team comprises a number of Project Officers, as well as Youth Facilitators and a Youth Intern position. The role occasionally involves direct project delivery in support of project staff.</p>

JOB RESPONSIBILITIES:
<ul style="list-style-type: none"> • Provide day to day leadership and specialist support to a range of youth focussed projects and activities within the Youth Leadership area across multiple sites; • Under the guidance and direction of the Program Manager, undertake the recruitment, support and development of staff within the team, ensuring organisational procedures and standards are followed; • Support the development of and collaboration within the Youth Leadership team through regular team meetings, development days and online platforms; • Oversee the coordination and management of youth volunteers within the Youth Leadership program area; • Coordinate the delivery of relevant projects, projects and services;

- Support cross-team collaboration between Youth Leadership team staff and other program areas in service delivery or organisational practice;
- Establish, implement and continuously improve operational activities and processes that contribute to ensuring appropriate systems are in place for high quality, cost effective and timely program delivery, monitoring and reporting according to best practice standards;
- Assist in the research and development of innovative projects for multicultural young people to enable them to tell their stories and express their views and ideas on issues they care about and support them to undertake leadership opportunities;
- Facilitate the participation and support of young people in a range of CMY activities as participants and volunteers;
- Maintain relationships with key partners and stakeholders from a variety of sectors including but not limited to the youth, community, sports and government sectors, including attendance at relevant networks and forums;
- Capture, monitor and analyse trends, data, statistics and content in order to monitor and review effectiveness;
- Input to development of budgets within areas of responsibility, and effectively support team activities within set budgets;
- Assist in the preparation of funding reports and acquittals;
- Assist and contribute to the preparation and development of funding submissions and grant applications under the direction of line management;
- Occasionally engage in direct project delivery in support of project staff;
- Support timely and effective communication and information sharing; and
- Participate in and contribute to CMY policy, strategic development and internal collaboration

KEY SELECTION CRITERIA:

1. Experience in the supervision of staff and team management and development, including of both highly experienced and entry-level staff;
2. Demonstrated knowledge of cultural competence frameworks, community development and youth participatory processes, with a sensitivity to the issues experienced by young people from refugee and migrant backgrounds.
3. Demonstrated success in managing stakeholders with an ability to motivate, influence and collaborate as a partner;
4. Well-developed organisational, communication and written skills, including sound decision making skills with a focus on identifying and understanding issues, problems and opportunities;
5. Demonstrated skills in training and group facilitation in the area of youth leadership and development

DESIRABLE:

Lived experience / background as a refugee or migrant, an understanding of the refugee experience and a high level of cultural competence

QUALIFICATIONS:

- Relevant tertiary qualifications in Social Sciences, Community Development, Youth Work and/or other relevant discipline with substantial 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 requires a capacity to work flexible hours including evenings and occasionally on weekends;
- A current driver's license is required as this role requires a capacity to travel throughout Victoria, including overnight stays.
- Due to COVID-19 restrictions, this role will require you to initially work from home. The successful candidate will participate in a comprehensive orientation and will be provisionally assigned any relevant equipment.

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 / /