

POSITION TITLE:	MY Education Project Officer		
REPORTS TO:	MY Education Team Leader		
POSITION CLASSIFICATION:	Full 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:	Melbourne	APPROVED BY:	James Wynd
SALARY:	SCHADS Level 5 plus: <ul style="list-style-type: none"> <li>• Access to salary packaging</li> <li>• Superannuation at 9.5%</li> <li>• Annual leave loading</li> <li>• Generous entitlements including cultural leave options and flexible work arrangements</li> </ul>	LAST UPDATED:	February 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

The MY Education Project 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 300 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.

Refugee Education Support Program (RESP) improves the educational outcomes of students from migrant and refugee backgrounds. RESP provides holistic and targeted support to selected schools to strengthen the connections between student achievement and wellbeing and student, family, school and community engagement. RESP is a partnership between CMY, Foundation House and the Department of Education and Training, delivered in collaboration with Catholic Education Commission of Victoria and the Association of Independent Schools Victoria.

#### POSITION SUMMARY:

The MY Education Project Officer is responsible for coordinating the delivery of CMY's component of the Refugee Education Support Program in an allocated region of Victoria or metropolitan Melbourne and in collaboration with other members of the MY Education team.

#### JOB RESPONSIBILITIES:

- Work collaboratively with regional staff from Foundation House, DET, CECV and ISV to deliver RESP and ensure program requirements are being achieved;
- Instigate and support initiatives in partnership with schools and community agencies to improve educational and wellbeing outcomes for students and families from refugee backgrounds;
- Develop and deliver professional learning workshops for school staff in the relevant region;
- Initiating and responding to CMY education initiatives;
- Enhance communication and collaboration between schools, out of school hours learning support providers and other stakeholders;
- Support schools and agencies to engage with students and families to ensure their perspectives inform the planning and delivery of program related initiatives;
- Ensure MY Education participation in relevant CMY cross-organisational and cross-program initiatives, working groups, strategic / operational development processes and discussions.
- Participate in and facilitate ongoing evaluation requirements as part of CMY's Education Support team; and
- Contribute to CMY quarterly reporting for DET funding requirements.
- Responsible for a specialised portfolio that will influence and inform strategic plans of CMY's education initiatives

#### KEY SELECTION CRITERIA:

1. Stakeholder engagement and management
  - developing, brokering and implementing multi-stakeholder projects, including high level project and stakeholder management skills;
  - communicating effectively with new and existing project partners and diverse and multiple stakeholders; and
  - identification and understanding of issues, problems, opportunities and conflict management, whilst ensuring a sound analytical and collaborative approach to support decision making across stakeholders;
2. Well developed written, verbal and interpersonal communication skills with demonstrated ability to present and write reports and project plans, ;
3. 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 is desirable; and
4. An ability to work both independently and within a team environment and collaborate effectively with peers across multiple regions.

#### QUALIFICATIONS:

- Tertiary qualification in social science, education or other appropriate discipline.

#### 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.

**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 ..... / ..... / .....