

POSITION TITLE:	Youth Work Intern (Bicultural) – Youth Leadership – Working for Victoria		
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:	Carlton, (however during COVID-19, working from home arrangements apply).	APPROVED BY:	Jemal Ahmet
SALARY:	SCHADS Level 2 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:	October 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

### *Working for Victoria*

The Working for Victoria (WfV) Fund is part of the Victorian Government's \$1.7 billion Economic Survival Package to address the impact of the COVID-19 crisis. The Fund supports the creation of new short-term roles, and has partnered with Sidekicker to support job seekers to find work. Under this initiative, a coalition of eight youth-focused organisations, led by YACVic, has received funding to employ a variety of roles to strengthen youth outreach and the youth sector in Victoria in light of the COVID-19 crisis. This is one of those roles.

POSITION SUMMARY:
<p>The Youth Intern is a position that incorporates skill and professional development and provides general project, administrative and facilitative support to a variety of projects delivered by the Youth Leadership Team. The Youth Intern plays a key role in supporting and celebrating the work of CMY volunteers; promotes program areas to potential volunteers; assists in the recruitment and screening of volunteers; maintains effective systems for the recruitment and support of volunteers, including IT systems and coordinating the registration of volunteers for training. The role is also focused on providing administrative support to the delivery of the various program areas.</p> <p>This role was created with support of the Victorian Government's <i>Working for Victoria</i> initiative, and as part of CMY's commitment to providing opportunities for young people from refugee and migrant backgrounds, who often face significant disadvantages in attaining professional work experience and opportunities. Only people from a migrant and refugee background are eligible to apply for this role under the special Measures provision section 12 (1) of the Equal Opportunity Act 2010 (Vic).</p>

#### JOB RESPONSIBILITIES:

With supervision and support from the Team Leader - Youth Leadership:

- Facilitate the participation and support of young people in CMY activities.
- Support youth volunteer coordination work including volunteer events, recruitment and management support, collation of stories for sharing through various communications platforms, and other logistics. . Assist staff with the planning and engagement for Youth Leadership projects through the provision of administrative support, stakeholder engagement and youth engagement.
- Assist staff in the delivery of training or workshops for young people, including development of materials, logistics and co-facilitation.
- Undertake written work as required, such as minutes of meetings, evaluation reports or other documentation.
- Identify opportunities for youth leadership initiatives.
- Support and collaborate with other staff or teams in the organisation as relevant and possible.

#### KEY SELECTION CRITERIA:

1. Young person (18-26 years old) from a migrant or refugee background.
2. Demonstrated understanding of the issues experienced by young people from refugee and migrant backgrounds.
3. Strong interpersonal skills and communication skills (including written and verbal), with confidence to communicate with young volunteers and professionals online and in person.
4. Well-developed attention to detail and organisational, planning and time management skills with a capacity to be flexible.
5. Demonstrated ability to show initiative and work with others.

#### DESIRABLE:

- Experience as a volunteer, or in volunteer coordination.

#### QUALIFICATIONS:

- Currently undertaking or recently completed tertiary qualifications (Certificate IV or higher) in a relevant professional discipline (social sciences, community development, etc.).

#### 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
- This role requires a capacity to travel throughout Victoria, including potential 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 and comply with the Employee Code of Conduct;
- Comply with CMY policies, procedures and regulations;
- Consistent with the strategic directions of CMY carry out all other duties as directed; and
- Other reasonable duties, as required

#### 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  
Signature

Date

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

Employee Name .....

Employee Signature .....

Date ..... / ..... / .....