

POSITION TITLE:	Project Support Officer – Youth Leadership (CMY)		
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 3 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:	February 2021

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

PROGRAM AREA:
<p>The Project Support Officer will sit within the Youth Leadership team, in line with CMY's strategic goal to increase opportunities for young people from refugee and migrant backgrounds to develop leadership skills, make their voices heard and contribute to community life.</p> <p>The Youth Leadership team sits within the broader Program and Services area. The Programs and Services area develops and delivers a range of programs and services that focus on building resilience and developing capability and capacity of multicultural youth within a strengths based, family and community focused approach. Programs and services are integrated and operate in a coordinated manner with a regional and state-wide focus. Our youth leadership programs build the capacity of young people to become influential in Australian society as well as having a direct voice into our policy and advocacy work. Our sector partnerships help to ensure that young people are able to thrive and have access to supports and resources across a range of contexts.</p>

POSITION SUMMARY:

The Project Support Officer will be responsible for supporting the planning, delivery and evaluation of youth leadership activities at CMY. The Project Support Officer will assist with the engagement, participation and support of young people by providing administrative and facilitation support across all aspects of program development and delivery. This will include engaging and supporting young people in project activities; assisting in the planning and facilitating of leadership training and capacity-building workshops; supporting young volunteers and maintaining and coordinating a young people's public speakers bureau.

In addition to this, the Project Support Officer will have a unique and exciting opportunity to be involved in outreach and events for a youth initiative of the Australian Broadcasting Corporation (ABC) that provides an unparalleled opportunity for teenage Melbournians to be heard and design a bright future for their city. This initiative takes an existing model for engaging regional youth and applies it to suburban Melbourne, with a particular focus on unearthing stories and ideas from young people across the greater metropolitan area.

Additionally, the Project Support Officer will be responsible for maintaining and supporting stakeholder relationships to deliver project activities. The Project Support Officer is also expected to actively support the work of the Youth Leadership team as a whole, and collaborate with staff across the team and organisation to enhance organisational practice, and maximise the opportunities for and voices of young people.

JOB RESPONSIBILITIES:

- Contribute to the implementation of youth leadership programs including recruitment, planning, delivery and evaluation;
- Supporting engagement and participation of young people in youth leadership initiatives, including advertising and promoting programs among relevant networks and liaising directly with young people
- Providing administrative support for the planning and delivery of youth leadership initiatives, including assisting with project tasks and logistics for the ABC initiative this may include reaching out to schools; youth organisations and young people to promote the opportunities that initiatives may present; co-facilitating workshops with schools or other youth groups; organising events for the initiatives; working with young people to ensure their safe attendance at events
- Recruit, engage and support young people as volunteers, public speakers and facilitators
- Promote, maintain and coordinate young people's public speakers bureau;
- Support youth volunteers to lead the development and delivery of presentations;
- Assist / Provide support in the development and delivery of the training and capacity-building workshops to young people in leadership, public speaking, storytelling, facilitation, mental health and other relevant areas, including participating in the facilitation of these workshops;
- Problem solving, and liaising with project stakeholders and other internal and external contacts
- Complete administrative responsibilities in a timely manner and contribute to CMY working groups and Youth Leadership team meetings and processes as required
- Undertake written work including the development of promotional materials, program documentation, evaluations and reports as required

KEY SELECTION CRITERIA:

1. Strong leadership skills with demonstrated experience in youth programs, including engaging, facilitating and collaborating with young people from various backgrounds
2. Well-developed interpersonal and communication skills, with the capacity to engage with and outreach to a diverse range of stakeholders including both young people and organisations
3. Strong administrative, organisational and time management skills, with a capacity to be flexible and show initiative in a work setting
4. Understanding of youth participation practices and community development principles with sensitivity to the experiences of young people from refugee and migrant backgrounds

5. Are a young person (under 30yrs) from refugee or migrant background

QUALIFICATIONS:

- Tertiary qualification in a relevant discipline (i.e. Youth Work, Community Development, Social Work, Social Science or other appropriate discipline) and/or equivalent relevant 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;
- 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. This role will normally be based out of the CMY Carlton and the ABC offices and regular travel will be expected, dependent on physical distancing measures in place due to the COVID-19 pandemic at the time
- A current driver's license is required as this role requires a capacity to travel throughout Victoria

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

304 Drummond St, Carlton VIC 3054

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Employee Signature Date / /