

POSITION TITLE:	Project Officer – 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 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:	June 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

PROGRAM AREA:
<p>The Project 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:
<p>The Project Officer – Youth Leadership will be responsible for the planning, development, delivery and evaluation of youth leadership projects with young people from refugee and migrant backgrounds. The role will include responsibility for leadership training to young people, a metropolitan based youth advisory group and a young public speakers bureau. A key aspect of the role will include the recruitment, induction, training and support of young people as volunteers, including an overnight Orientation Retreat.</p> <p>Additionally, the Project Officer will maintain stakeholder relationships with relevant community, research and government services across the youth and multicultural sector as well as support youth leadership activities across CMY. The Project Officer is expected to actively support the work of the Youth Leadership team as a whole, and collaborate</p>

with staff across the team and organisation to enhance organisational practice, and maximise the opportunities for and voice of young people.

ACCOUNTABILITY:

- Implement youth leadership programs including recruitment, planning, delivery and evaluation;
- Engage, recruit, train and support young people as volunteers, including an overnight orientation retreat, joint induction days and coordinating a training calendar;
- Support and facilitate young volunteers to develop and deliver project activities;
- Plan and facilitate training and capacity-building workshops to young people in leadership, working with others, advocacy, child safety, public speaking, storytelling, facilitation, and other relevant areas, including co-facilitation of training with young volunteers;
- Support young people to scope areas of interest, consult with stakeholders and advocate to decision makers;
- Promote, maintain and coordinate young people's public speakers bureau;
- Support youth volunteers to lead the development and delivery of presentations;
- Facilitate young people's access to opportunities as they arise through CMY networks;
- Liaise with and facilitate connections between young people and CMY staff including Executive and Senior Management;
- Maintain relationships with key stakeholders in the multicultural, mainstream, education and youth sectors;
- Collaborate with relevant CMY teams and staff to deliver project activities including internal working groups;
- Monitor and evaluate project activities and incorporate recommendations for continuous improvement;
- Undertake written work including supporting the development of promotional materials, program documentation, evaluations and reports as required;
- Ensure all aspects of programs are delivered in a timely manner and according to projected budgets;
- Problem solving, and liaising with project stakeholders and other internal and external contacts; and
- Complete administrative responsibilities in a timely manner and contribute to Youth Leadership team meetings and processes as required.

KEY SELECTION CRITERIA:

1. Demonstrated experience in delivering projects with young people, including planning, implementation, monitoring and evaluation
2. Experience in recruitment, induction and support of volunteers
3. Demonstrated experience in delivering training for young people and facilitating youth-led and/or co-design projects
4. Strong understanding and commitment to working in accordance with youth participation and community development processes, with a sensitivity to the experiences of young people from refugee and migrant backgrounds
5. Strong written, verbal and interpersonal communication skills including the ability to facilitate workshops and write reports and project plans

QUALIFICATION REQUIREMENT:

- 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;
- Due to COVID-19 restrictions, this role will require you to work both from home and in the office. The successful candidate will participate in a comprehensive orientation and will be provisionally assigned any relevant equipment. This role will be based out of the CMY Carlton office but regular travel to other CMY offices is expected.
- 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 the possibility of 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 / /