

POSITION TITLE:	Senior Project Officer – Employment Empowers		
REPORTS TO:	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:	Carlton	APPROVED BY:	Jemal Ahmet
SALARY:	SCHADS level 5 plus <ul style="list-style-type: none"> <li>• Access to salary packaging</li> <li>• Superannuation at 10%</li> <li>• Annual leave loading</li> <li>• Generous entitlements including cultural leave options and flexible work arrangements</li> </ul>	LAST UPDATED:	July 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

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.

#### POSITION SUMMARY:

The *Senior Project Officer* is responsible for the delivery of key components of CMY's Employment Empowers mentoring program including volunteer management and providing ongoing support for mentor and mentee relationships. The work will incorporate working with internal and external stakeholders to facilitate referral pathways for newly arrived young people and others from refugee and migrant backgrounds.

The Senior Project Officer will take an active role in leading volunteer recruitment with direction from the Team Leader, including program promotion, intake and screening of volunteers, training delivery, mentor matching, risk assessment and maintaining effective systems and records.

This role may also include the provision of support, supervision and guidance to junior staff.

#### JOB RESPONSIBILITIES:

- Actively lead the recruitment and training of volunteers and provide ongoing support to volunteers to participate in the program.
- Manage mentor relationships between mentors and mentees including matching, support & debriefing, risk assessment, and information sharing.
- Project management activities including monitoring and evaluation; project communications; stakeholder & partnership liaison; engagement in promotional activities.
- Contribute to and draft reports for funders and partners as required.
- Under direction of Team Leader provide supervision, guidance and support to junior staff.
- Assist leadership with the development of grant applications as required.
- Develop and/or revise operational program resources to support consistent and effective project management, including processes for data management, project communication strategies, training materials and online resources for volunteers and young job seekers.
- Provide input, coordination and support to internal working groups and external forums as required.
- Assist in the development of research, policy and advocacy related to the strategic objectives of the program, including carrying out surveys, writing case studies, informing submissions and reviews.
- Negotiate, develop and maintain relationships to facilitate referrals between CMY programs
- Set priorities and monitor work flow in the areas of responsibility, and exercise initiative and judgment where practices and direction are not clearly defined
- Under supervision of Team Leader, take leadership role in liaising with external stakeholders and other partners.
- Work within set budgets, including the effective delivery of all team and program activities
- Support leadership with the development/review of policies and procedures including establishing operational procedures within relevant program area
- Participate in supervision, professional development, reflective practice to develop and enhance best practice
- Contribute to a culture of Continuous Improvement and Learning organisation

#### KEY SELECTION CRITERIA:

1. Experience in recruitment, matching and ongoing support of volunteer mentor relationships, including risk assessment skills and understanding of child safety practices.
2. Understanding of the multiple intersecting barriers relevant to young people from refugee and migrant backgrounds, particularly barriers to employment.
3. Demonstrated experience working with volunteers and an understanding of best practice volunteer management principles with the ability to proactively lead volunteer recruitment processes.
4. Well-developed interpersonal and cross cultural communication skills with proven ability to liaise with a diverse range of people including stakeholders, young people, families, communities, volunteers and external organisations.
5. Demonstrated experience in project management and implementation, reporting, data collection & evaluation, and well- developed organisational and administrative skills.
6. Ability to support, induct and supervise junior staff in project delivery.

#### QUALIFICATION REQUIREMENTS:

- Qualifications in a relevant discipline (i.e., Social Sciences, Community Development, International Relations), and/or at least two years of experience relevant to the role.

**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;

**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/Senior Manager Name .....

Executive/Senior Manager Name ..... Date ..... / ..... / .....

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

Employee Name .....

Employee Signature ..... Date ..... / ..... / .....