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| POSITION TITLE: | MY Education Project Support Officer | | |
| REPORTS TO: | MY Education Senior Project Officer | | |
| 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: | South East Melbourne, Carlton and work from home (due to COVID-19 restrictions) | APPROVED BY: | Linette Harriott |
| SALARY: | SCHADS Level 4 plus: <ul style="list-style-type: none"> • Access to salary packaging • Superannuation at 10% • Annual leave loading • Generous entitlements including cultural leave options and flexible work arrangements | LAST UPDATED: | January 2022 |

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 Support Officer sits within the MY Education team in the Sector Development and Knowledge and Advocacy area. This area is situated within the broader Knowledge, Advocacy and Service Innovation unit which aims to build the evidence and collate information to share with practitioners and policy makers. This evidence helps us to design programs and tools to address contemporary challenges, create opportunities and develop stronger communities. Our sector capability 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, Learning Beyond the Bell (LBB) and Refugee Education Support Program (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 350 schools and organisations delivering out-of-school-hours learning support programs, 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. LBB is a state-wide service. The increasing settlement of young people with refugee and migrant backgrounds into other rural and regional areas and into growth corridor areas of Melbourne necessitates an increased focus on these areas.

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| POSITION SUMMARY: |
| The MY Education Project Support Officer is responsible for supporting the work of the MY Education team, with a particular focus on the Learning Beyond Bell program. This position is a key liaison and support to the OSHLSP sector in Victoria. |

JOB RESPONSIBILITIES:

- Provide support and assistance to OSHLSPs to increase program quality and capacity to work with migrant and refugee young people;
- Develop and maintain strong and positive stakeholder relationships with the OSHLSP sector across Victoria, including community organisations, schools, and cultural groups;
- Contribute to the review and development of resources to support OSHLSPs, including online training modules;
- Support the implementation of the annual Homework Club Partnership Fund, including tailored support to allocated programs over the granting period;
- Support LBB Senior Project Officer to deliver information and networking sessions for OSHLSP coordinators and volunteers;
- Provide program information and referral support to OSHLSPs and community members;
- Maintain up to date information on existing programs, including database management;
- Provide administrative support to the annual MY Education awards, including liaising with relevant internal and external stakeholders;
- Attend meetings and forums as required;
- Attend to and respond to administrative tasks, as directed by the LBB Senior Project Officer;
- Work flexibly and collaboratively in a small team, also externally with key service delivery stakeholders; and
- Participate in supervision, professional development and reflective practice to develop and enhance best practice.

KEY SELECTION CRITERIA:

1. Strong communication skills demonstrating an ability to initiate and develop productive relationships with a variety of stakeholders
2. Excellent written and administrative skills
3. Ability to work independently and demonstrate initiative and judgement when undertaking tasks
4. Ability to work effectively within a team contributing to team objectives and outcomes
5. An understanding of the education sector and the challenges for students and families with refugee and migrant backgrounds.
6. 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.

QUALIFICATION REQUIREMENT:

- Tertiary qualifications in youth, community, social work and/or education sectors

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;
- 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 requires a capacity to occasionally work flexible hours including evenings and on weekends;

- A current driver's license is required as this role requires a capacity to travel throughout Victoria, including overnight;
- In line with Victorian Government Vaccination requirements, the successful applicant must be fully vaccinated with a TGA approved COVID-19 vaccine and provide evidence of COVID 19 vaccination prior to commencement

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 Signature Date / /

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

Employee Name

Employee Signature Date / /