

POSITION TITLE:	MY Education Project Officer		
REPORTS TO:	MY Education Team Leader		
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:	James Wynd
SALARY:	SCHADS Level 5 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:	June 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 Officer sits within the MY Education team in the Sector Capability 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 throughout Victoria.

Across Victoria, Learning Beyond the Bell (LBB) supports over 350 schools and organisations delivering out-of-school-hours learning support programs (OSHLSP), 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.

Refugee Education Support Program (RESP) improves the educational outcomes of students from refugee backgrounds. RESP provides holistic and targeted support to selected schools to strengthen the connections between student achievement and wellbeing and student, family, school and community engagement. RESP is a partnership between CMY, Foundation House and the Department of Education and Training, delivered in collaboration with Catholic Education Commission of Victoria and the Association of Independent Schools Victoria.

POSITION SUMMARY:

The MY Education Project Officer is responsible for coordinating the delivery of CMY's component of the Refugee Education Support Program in an allocated region of Victoria or metropolitan Melbourne and in collaboration with other members of the MY Education team. The role also includes supporting out-of-school-hours learning support programs (OSHLSP) in the allocated region through delivery of elements of the Learning Beyond the Bell program.

JOB RESPONSIBILITIES:

- Develop and deliver professional learning workshops for school staff in the relevant region;
- Work collaboratively with regional staff from Foundation House, DET, CECV and ISV to deliver RESP and ensure program requirements are being achieved;
- Support schools and agencies to engage with students and families from refugee backgrounds to ensure their perspectives inform the planning and delivery of program related initiatives;
- Develop, support and evaluate school-based projects in partnership with schools and community agencies to improve educational and wellbeing outcomes for students and families from refugee backgrounds;
- Enhance communication and collaboration between schools, out of school hours learning support providers and other stakeholders;
- Support the implementation of the annual Homework Club Partnership Fund, including tailored support to allocated programs over the granting period;
- Participate in and facilitate ongoing evaluation requirements as part of CMY's Education Support team;
- Contribute to CMY reporting for DET funding requirements;
- Work flexibly and collaboratively in a 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. Demonstrated experience in stakeholder engagement and project management:
 - developing, brokering and implementing multi-stakeholder projects, including high level project and stakeholder management skills;
 - communicating effectively with new and existing project partners and diverse and multiple stakeholders; and
 - identification and understanding of issues, opportunities and conflict management, whilst ensuring a sound analytical and collaborative approach to support decision making across stakeholders;
2. Well developed written, verbal and interpersonal communication skills with demonstrated ability to present and write reports and project plans, ;
3. An understanding of the education sector, in particular schools, and the challenges for students and families from refugee and migrant backgrounds;
4. An understanding of Out of School Hours Learning Support Programs and their role in supporting the educational needs of children and young people from migrant and refugee backgrounds is desirable; and
5. An ability to work both independently and within a team environment and collaborate effectively with peers across multiple regions.

QUALIFICATIONS:

- Tertiary qualification in social science, education or other appropriate discipline, and work experience in a relevant 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;

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- 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;
- As part of CMY’s COVIDSafe practices, the successful applicant must be fully vaccinated with a TGA approved COVID-19 vaccine and provide evidence of COVID 19 vaccination or exemption (if applies) prior to commencement
- 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 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 / /