

POSITION TITLE:	Project Officer, MY Education		
REPORTS TO:	Team Leader, MY Education		
POSITION CLASSIFICATION:	Fixed Term Part Time		
AWARD/CERTIFIED AGREEMENT	Social, Community, Home care and Disabilities Award 2010 and CMY Collective Agreement 2015-2018 or any replacement agreement.		
PRIMARY WORK LOCATION:	Carlton/Sunshine Travel to other CMY offices and off-site locations may be required	APPROVED BY:	Emma Antonetti
SALARY:	SCHADS Level 5 plus: <ul style="list-style-type: none"> • Access to salary packaging • Superannuation paid as per the <u>Super Guarantee</u> • Annual leave loading • Generous entitlements including cultural leave options and flexible work arrangements 	LAST UPDATED:	June 2026

About CMY

The Centre for Multicultural Youth (CMY) is a non-profit organisation based in Victoria and has been shaping culture alongside multicultural young people and communities since 1988. Our purpose is to create a society where multicultural young people live a life where they are connected and can fully reach their potential.

CMY works to address systemic barriers that impact multicultural young people by:

- Advocating for social change, challenging inequities and barriers that multicultural young people face.
- Delivering support services and programs to young people and families.
- Connecting and creating innovative opportunities for multicultural young people.
- Amplifying the voices and experience of multicultural young people to shift narratives and influence systems.
- Influencing government and policy makers with evidence-based information and lived experience.
- Developing the knowledge, confidence and skills of other organisations, businesses and government.
- Researching current issues affecting multicultural young people to inform what we do.

Our work is youth-informed, strengths-based, and grounded in diversity, inclusion and anti-racism. At CMY, we all play a part in shaping systems, attitudes and behaviours that create the society we all deserve. Find out more: cmy.net.au/about-us

About the Program Area

MY Education - CMY's Multicultural Youth Education team works to improve educational outcomes for Victorian students from migrant and refugee backgrounds through organisational capability building and direct support activities. The team supports schools, homework clubs and other learning support programs to enhance engagement with students from refugee and migrant backgrounds and their families. Across Victoria, MY Ed provide support to over 365 Learning Support Programs, also referred to

as Homework Clubs. The team delivers the Refugee Education Support Program, a two-year program aimed at assisting schools to identify and implement strategies which have a positive impact on the achievement, engagement, and wellbeing outcomes of students from refugee backgrounds and their families. Additionally, through the Schools Standing Up to Racism program, the team offers a range of resources and training to support schools to address racism and discrimination in their school environment.

POSITION SUMMARY:

The MY Education Project Officer is responsible for coordinating the delivery of an allocated portion of CMY's education projects. This role will focus primarily on the delivery of the Refugee Education Support Program in the west of Melbourne. The role may also include the coordination of key Learning Beyond the Bell activities, Schools Standing Up to Racism, and/or other strategic education projects as allocated from the teamwork plan.

JOB RESPONSIBILITIES:

- Coordinate and deliver allocated project activities in the MY Education portfolio, supporting RESP, LBB and/or other strategic education projects as per the team workplan;
- Provide specialist advice and support to education stakeholders, including schools and/or OSHLSP providers;
- Develop, support and evaluate education projects in partnership with schools and community organisations to improve outcomes for students and families from refugee backgrounds;
- Support the development of strategic networks of education providers including schools;
- Contribute to the research and development of education resources;
- Develop and deliver professional learning workshops for school staff and other education providers;
- Work collaboratively with partners in relevant organisations to deliver on shared program outcomes ;
- Support schools and partner organisations to engage with students and families from migrant and refugee backgrounds to ensure their perspectives inform the planning and delivery of program related initiatives;
- Enhance communication and collaboration between schools, out of school hours learning support providers and other stakeholders;
- Contribute to analysis of the education sector to identify service gaps and opportunities for strategic collaboration;
- Maintain effective data collection and record keeping practices;
- Participate in and facilitate ongoing evaluation requirements as part of CMY's Education team;
- Contribute to CMY reporting for funding requirements;
- Work flexibly and collaboratively in a team, also externally with key service delivery stakeholders;
- Participate in supervision, professional development and reflective practice to develop and enhance best practice;
- Engage with MY Education participation in relevant CMY cross-organisational and cross-program initiatives
- May include the supervision of Project Support Officers within the MY Education team.

KEY SELECTION CRITERIA:

1. Demonstrated experience in stakeholder engagement and project management:
 - developing, brokering and implementing multi-stakeholder projects;
 - communicating effectively with new and existing project partners, including conflict management and/or ensuring a collaborative approach;
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, school systems and curriculum, particularly in relation to challenges for students and families from refugee and migrant backgrounds.
4. An ability to work both independently and within a team environment and collaborate effectively with peers across multiple regions.

QUALIFICATION REQUIREMENTS:

- Tertiary qualification in social science, education or other appropriate discipline, and/ or an equivalent combination of relevant experience (3+ years) in a relevant role.

ROLE REQUIREMENTS:

Mandatory Requirements:

All CMY staff must meet the following core employment requirements:

- **Pre-employment checks:** Satisfactory Police Record Check, Working with Children Check, and verification of the right to work in Australia.
- **Health and safety:** Compliance with Occupational Health & Safety (OH&S) policies and a demonstrated commitment to workplace safety for self and others.
- **Conduct and values:** Commitment to CMY's values of Participation, Diversity and Human Rights, and adherence to CMY's Code of Conduct, policies, and procedures.
- **Workplace expectations:**
 - Capacity to work flexible hours (including evenings and occasional weekends)
 - A current driver's licence, as this role requires a capacity to travel throughout Victoria, including occasional overnight stays.
- **Training and development:** Completion of the following mandatory training modules upon commencement and at regular intervals as required:
 - CMY Organisational Induction
 - Culturally Responsive Practice
 - Child Safety Training
 - Building Aboriginal Cultural Competency
 - Introduction to Family Violence
 - MARAM (Multi-Agency Risk Assessment and Management) Training (as relevant to role)

Note: Mandatory training is reviewed regularly and may change to reflect organisational and sector needs.

General Requirements:

- Contribute to 'OneCMY' culture through connecting, collaborating and culture shaping;
- Perform other duties as directed, consistent with organisational strategy and priorities.

ADDITIONAL INFORMATION:

- CMY is a Child Safe organisation and an Equal Opportunity Employer. All staff are subject to child safety screening and assessment as part of the recruitment process, including referee checks.
- CMY roles operate within a hybrid working environment, with flexible work arrangements that may be negotiated based on team and organisational needs.
- Please see **Guidelines for applying for a Job at CMY**

CMY STRATEGIC OBJECTIVES:

- **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 Date / /
Manager Signature

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

Employee Name

Employee Signature Date / /