

POSITION TITLE:	Administration Officer		
REPORTS TO:	YRIPP Leadership Team		
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.		
PRIMARY WORK LOCATION:	Carlton (Travel to other CMY offices and off-site locations may be required)	APPROVED BY:	Bec Lean
SALARY:	SCHADS Level 3 plus: • 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:	30/09/2026

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

YRIPP is the Youth Referral and Independent Person Program and sits within the broader Program and Services area. YRIPP delivers a high quality system of adult volunteers called “Independent Persons” who attend police interviews with young people in police custody when a parent or guardian is not available. YRIPP also seeks to divert young people from future offending through early intervention at the point of police contact. YRIPP is supported by the Victorian Government and delivered by the Centre for Multicultural Youth and the Youth Affairs Council of Victoria in partnership with community legal centres and Victoria Police.

POSITION SUMMARY:

304 Drummond St, Carlton VIC 3053

T (03) 9340 3700 • F (03) 9349 3766 • ABN 82 127 444 713

info@cmy.net.au • cmy.net.au

The Administration Officer is responsible for delivering high-quality administrative services and support to the YRIPP staff team and volunteers. Tasks include program data entry, answering phones and responding to queries, support with volunteer recruitment & training, mail outs, filing, and other duties as directed. The Administration Officer may also provide administrative support to the leadership team with stakeholder events and communications as required.

This position is based in Carlton, but some travel may be required to provide support to team members and volunteers in the regions.

The Administration Officer role is one of three within the YRIPP team. Each of these roles are allocated portfolio responsibility across one of the following areas:

1. Independent Persons- Volunteers Training & Recruitment
2. Central Administration & Communications
3. IRS Process Support

While this Administration Officer role is responsible for volunteer training and recruitment, it is expected that all Administration Officers provide support during peak demand periods and act as a backup across all portfolio areas as required and directed by YRIPP leadership.

JOB RESPONSIBILITIES:

- Support a range of administrative tasks related to volunteer recruitment including processing volunteer applications, conducting volunteer interviews and reference checks and organising volunteer training sessions.
- Support YRIPP volunteer training, through undertaking information sessions and police station inductions, in consultation with coordinator of volunteering;
- Undertake effective information and document handling including uploading call reports, scanning and processing, archiving IRS's and volunteer documents.
- Monitoring the administration in-box and handling;
- Provide high-quality customer service to volunteers and other stakeholders in addition to supporting stakeholder meetings and events.
- Provide administrative support for the team in relation to events and meetings, processing payments and invoices, and other projects and tasks as directed;
- Assist in the development and maintenance of appropriate and effective administrative systems
- Coordinate the process of updating police checks, Volunteer ID cards, and working with children's checks for all volunteers;
- Maintain stocks of YRIPP publications and resources, and send call out packs to volunteers as needed;
- Participate in YRIPP team meetings & activities at CMY;
- Other administration duties required as directed by the YRIPP leadership team.

KEY SELECTION CRITERIA:

1. Experience, or a keen interest, in working in the community, youth justice, Indigenous or multicultural sectors and a demonstrated commitment to social justice principles.
2. Experience in administration and office related work settings.
3. Highly developed organisational skills with the ability to balance multiple tasks efficiently within deadlines, and an ability to work flexibly across a range of tasks as directed by the designated supervisor.
4. Well-developed written communication skills and interpersonal skills, and the ability to work independently as well as within a team environment.
5. Proficiency with a range of software programs including: CRM databases, MYOB, Microsoft Word, Excel and PowerPoint, and accuracy in typing and data-entry.

DESIRABLE:

6. Experience in volunteer recruitment and administration.

QUALIFICATION REQUIREMENTS:

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- Relevant qualification in administration/business/social sciences or equivalent and/or a minimum of 2 years relevant work experience.

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.

- 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 / /