

POSITION TITLE:	ABC Youth Intern – Youth Participation		
REPORTS TO:	Team Leader – Youth Leadership		
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:	Gippsland (CMY Office Location) and Carlton (CMY Office Location) and ABC Studios	APPROVED BY:	Jemal Ahmet
SALARY:	SCHADS Level 2 plus: <ul style="list-style-type: none"> <li>• Access to salary packaging</li> <li>• Superannuation paid as per the Super Guarantee</li> <li>• Annual leave loading</li> <li>• Generous entitlements including cultural leave options and flexible work arrangements</li> </ul>	LAST UPDATED:	May 2024

## 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 Youth Intern will sit within the Youth Participation and Regional Presence Project teams, in line with CMY's strategic goal to increase opportunities for young people from refugee and migrant backgrounds to develop leadership skills, make their voices heard and contribute to community life.

The Youth Participation team sits within the broader Programs and Services area. CMY's Youth Participation programs build the leadership capacity of young people to become influential in Australian society and represent youth voice. Our sector partnerships help to ensure that young people are able to thrive, access opportunities, and be active change agents across a range of contexts.

CMY's Regional Presence Program (RPP) based in Ballarat and Gippsland, seeks to strengthen participation of multicultural young people, families and communities in regional areas. We do this through working with local service providers to build their capacity to better respond to the needs of young people from diverse cultural backgrounds, as well as provide direct support through youth programs and activities that strengthen young peoples' sense of belonging, and build their confidence in leadership and advocacy.

POSITION SUMMARY:
The Youth Intern will be either based in Latrobe or Melbourne and have a unique and exciting opportunity to work across both CMY and the Australian Broadcasting Corporation (ABC) on youth initiatives that provides an unparalleled opportunity for diverse young people to be heard and design a bright future for their area – 'ABC Takeover'. This

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initiative unearths stories and ideas from young people and in 2024 will focus on the LaTrobe Valley region. Read more at: [www.abc.net.au/takeover](http://www.abc.net.au/takeover)

The Youth Intern will assist with the engagement, participation and support of young people by providing administrative and facilitation support across all aspects of ABC Takeover program development and delivery. This will include engaging and supporting young people in project activities to share their stories through outreach to schools and community groups and assisting in the planning and facilitating of capacity-building workshops and events as well as supporting stakeholder relationships.

Additionally, the Youth Intern is also expected to actively support the work of the CMY Youth Participation and Regional Presence Project teams as a whole, and collaborate with staff across the teams and organisation to enhance organisational practice, and maximise the opportunities for and voices of young people.

#### JOB RESPONSIBILITIES:

- Contribute to the implementation of youth participation and RPP programs including recruitment, planning, delivery and evaluation;
- Support the engagement and participation of young people in youth leadership/participation and RPP initiatives, including advertising and promoting programs among relevant networks and liaising directly with young people
- Providing administrative support for the planning and delivery of Youth Participation and RPP initiatives, including assisting with project tasks and logistics for the ABC initiatives. This will include engaging and supporting young people in project activities to share their stories, including through outreach to schools and community groups, media production and writing reports, assisting in the planning of events as well as supporting stakeholder relationships.
  - This may include reaching out to schools; youth organisations and young people to promote the opportunities that initiatives may present; organising events for the initiatives; working with young people to ensure their safe attendance at events; experience in media production and professional writing.
- Problem solving, and liaising with project stakeholders and other internal and external contacts
- Complete administrative responsibilities in a timely manner and contribute to CMY working groups, Youth Participation and Regional Presence Project team meetings and processes as required
- Undertake written work including the development of promotional materials, program documentation, evaluations and reports as required

#### KEY SELECTION CRITERIA:

1. Demonstrated voluntary or professional experience in leading youth programs or activities, including engaging, facilitating and collaborating with young people from various backgrounds
2. An understanding of and sensitivity to issues facing young people, including those from migrant and refugee backgrounds
3. Strong organisational skills with an ability to complete tasks in a timely manner and work in a team and under general direction
4. Well-developed communication and interpersonal skills and ability to demonstrate initiative, flexibility and creativity to achieve results in changing environments

#### QUALIFICATION REQUIREMENT:

- Currently undertaking or recently completed tertiary qualifications (i.e. Youth Work, Community Development, Social Work, Social Science or other appropriate discipline) and/or equivalent relevant experience

#### ADDITIONAL INFORMATION:

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- 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; and
- A current driver's license (or ability to travel to off-site locations) is required as this role requires a capacity to travel throughout Victoria, including potential for 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/Senior .....  
Manager Name

Executive/Senior ..... Date ..... / ..... / .....

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

Employee Name .....

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