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|---------------------------|---|---------------|---------------------------------|
| POSITION TITLE:           | CMSport Manager   |               |                                 |
| REPORTS TO:               | Senior Manager  |               |                                 |
| POSITION CLASSIFICATION:  | Fixed Term<br>Full Time   |               |                                 |
| 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:  | Executive Manager, Soo-Lin Quek |
| SALARY:                   | SCHADS Level 7<br>plus: <ul style="list-style-type: none"> <li>• Access to salary packaging</li> <li>• Superannuation paid as per the <a href="#">Super Guarantee</a></li> <li>• Annual leave loading</li> <li>• Generous entitlements including cultural leave options and flexible work arrangements</li> </ul> | LAST UPDATED: | April 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

POSITION SUMMARY:

CMY Program Managers are responsible for planning, organising, leading and motivating program and project teams to achieve a high level of performance and quality outcomes that align with the organisation's strategic priorities and commitment to responsive integrated programs, services and initiatives.

CMY has delivered sport and active recreation programs for young people for over 25 years and, at the same time, we have worked closely with State Sporting Associations to strengthen their capability to engage effectively with multicultural communities. CMSport brings together our extensive experience and resources as a specialist platform to support the sports sector in deepening their awareness, understanding and capability to support creative practice for cultural diversity and inclusion in sport organisations. CMSport will work with sport organisations to understand their barriers and opportunities to deepen diversity and inclusion, develop strategies for intelligent practice, mentor and coach leaders to create inclusive environments, review approaches and policies, and establish measurable outcomes to identify progress.

The position will work with key stakeholders to inspire and spark innovation in inclusion to connect sport to multicultural communities. It will also play a key role in coordinating resources and relationships in the sport sector to support individual sport in their inclusion strategies.

This position requires an independent and highly motivated individual with an excellent track record in relationship and stakeholder management. As part of a new team, you will have a proven record in project management and building a strong team that can collaborate well with all of CMY's business units to deliver strong outcomes for the sport sector.

#### JOB RESPONSIBILITIES:

The position requires:

- Lead the implementation of the CMSport strategy to support the sport sector in deepening inclusion practices that can be self-sustained
- Maintain and establish new relationships with key stakeholders from sports, youth, multicultural sectors including funding bodies and supporters.
- Undertake the range of activities to support inclusive practice in within the sports sector, including the development of new service offerings.
- Support the evaluation and documentation of good practice
- Supervise and support a small team to ensure they are effectively contributing to overall success
- Collaborate with CMY's leaders to harness the best outcomes for CMSport as well as to strengthen organisational outcomes.
- The ability to use initiative, think laterally and strategically, meet deadlines and produce quality outcomes under pressure
- Agile management skills and an agile mindset encouraging others to adapt to change, learn through reflective practice and feedback for strengthened outcomes
- Commitment to CMY purpose and values.

| Role Competencies                          | Responsibilities  |
|--|---|
| Strategy                                   | <ol style="list-style-type: none"> <li>1. Lead the development of strategic priorities for CMSport</li> <li>2. Contribute to the organisational strategic planning process</li> <li>3. Report to the executive and senior management on evidence based needs, service demand and trends to help inform strategic planning and community response.</li> <li>4. Implement strategy through operational plans with clear priorities and KPIs.</li> </ol> |
| Operational Management and Team leadership | <ol style="list-style-type: none"> <li>1. Manage spectrum of programs, projects and services within portfolio area of responsibility through to leadership and capability development</li> </ol>  |

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|  | <ol style="list-style-type: none"> <li>2. Develop and provide overall leadership, management and coordination for all direct reports</li> <li>3. Develop a team culture of collaboration, knowledge sharing, cross skilling and problem solving through coaching, supervision and supporting team members to ensure they are making a meaningful contribution to overall success</li> <li>4. Prepare and monitor program and project budgets</li> <li>5. Prepare reports, briefs and papers of behalf of the Executive Manager for various audiences including but not limited to the CMY Board, government bodies and other partners</li> <li>6. Support Business Development by contributing to and/or leading funding proposals, fundraising strategies/events and advocacy campaigns.</li> <li>7. Be a change champion to ensure CMY's goal of developing an integrated, agile organisation is achieved</li> </ol> |
| <b>Strategic Partnerships</b>                | <ol style="list-style-type: none"> <li>1. Promote and maintain positive relationships with internal and external stakeholders including funding bodies, community and agency partners</li> <li>2. Represent CMY on committees, forums and networks as required</li> </ol>  |
| <b>Communications</b>                        | <ol style="list-style-type: none"> <li>1. Contribution to and participation in effective internal communication channels to meet organisational needs</li> <li>2. Be responsible for the consistent organisational 'voice' and CMY branding when representing CMY</li> </ol>   |
| <b>CMY Policy &amp; Procedures Framework</b> | <ol style="list-style-type: none"> <li>1. Ensure staff awareness, training and compliance in policy and procedures</li> <li>2. Contribute to organisation quality assurance and risk management policy and procedures and ensure that these are effectively implemented in the portfolio area of responsibility</li> <li>3. Abide by the policies and procedures of CMY and operate within the Code of Conduct</li> </ol>  |
| <b>Personal Effectiveness</b>                | <ol style="list-style-type: none"> <li>1. Perform all tasks in line with CMY values of Participation, Diversity and Human Rights</li> <li>2. Consistent with the strategic directions of CMY carry out all other duties as directed by senior management.</li> </ol>   |

#### KEY SELECTION CRITERIA:

1. Demonstrated experience in effective relationship management with proven ability to consult, collaborate and influence across the sport sector, multicultural communities and key decision-makers.
2. Experience and knowledge in working effectively and engaging successfully with multicultural communities and young people.
3. Proven track record in supporting, designing and delivering activities to strengthen diversity and inclusion capabilities of sport organisations, from key leaders to operational staff.
4. Excellent communication, interpersonal skills including written communication (work plans, reports, funding submissions/tenders and business cases)
5. Proven leadership skills and ability to manage a small team with demonstrable interpersonal team skills including supervision, coaching, collaborating, and team building
6. Agile project management skills and the ability to adapt to changing circumstances while managing risk, budgets and quality outcomes
7. Highly computer literate across the MS office suite applications, data management tools and virtual office tools.

#### QUALIFICATION REQUIREMENT:

- Diploma or tertiary qualifications in related field and extensive knowledge and/or experience in the not for profit sector and more than 5 years' experience in equivalent roles.

- At least five years' experience as a Manager, Team Leader or Coordinator managing large and/or complex projects with multi-function teams

#### 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;
- This role at times may require a capacity to work flexible hours; and
- A current driver's license is required.

#### 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 ..... / ..... / .....

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

Employee Name .....

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