

POSITION TITLE:	Project Officer – Youth Leadership		
REPORTS TO:	Project Lead - Reverb		
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:	Peta Fualau
SALARY:	SCHADS Level 4 plus: <ul style="list-style-type: none"> • Access to salary packaging • Superannuation paid as per the Super Guarantee • Annual leave loading • Generous entitlements including cultural leave options and flexible work arrangements 	LAST UPDATED:	Sept 24

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 Programs and Services area develops and delivers a range of programs and services that focus on building resilience and developing capability and capacity of multicultural youth within a strengths based, family and community focused approach. Programs and services are integrated and operate in a coordinated manner with a regional and state-wide focus.

CMY's Youth Leadership programs build the capacity of young people to become influential in Australian society as well as having a direct voice into our policy and advocacy work. CMY's intended outcomes for young people include having access to a range of opportunities to tell their stories and promote their own views and ideas on issues they care about. CMY seeks to provide channels of influence that enable them to occupy leadership positions and promote understanding, including the establishment of CMY's Youth Advisory Groups (YAGs).

REVERB 2.0 will support the mental health and wellbeing of culturally diverse young people by implementing activities that promote mental health awareness and culturally responsive care through a partnership between multicultural young people, the Centre for Multicultural Youth (CMY) and headspace National. Reverb uniquely places multicultural young people at the centre as experts in lived experience and advocates for change, who will co-design and co-deliver the program.

POSITION SUMMARY:
The Project Officer – Youth Leadership will be responsible for the planning, delivery and evaluation of youth leadership project/s with young people from refugee and migrant backgrounds. Primarily, the role will involve close collaboration with the Project Lead – Reverb for the delivery of project activities designed to reduce the stigma of

mental health in multicultural communities. The role will include facilitating workshops, supporting the recruitment and management of casual staff, and contributing to the monitoring and evaluation of project activities.

The Project Officer may have the opportunity to support other areas of the Youth Participation team and more broadly CMY when opportunities arise.

JOB RESPONSIBILITIES:

The Project Officer will:

- Undertake project planning, implementation, monitoring and evaluation of youth leadership programs and activities
- Provide administrative support to the Project Lead in the recruitment of casual staff and workshop bookings
- Support young people in day to day activities as casual staff within the team
- Support the engagement and maintenance of national and state based stakeholder and partner networks, with assistance in planning or facilitating meetings
- Provide advice and contribute to the development of promotional and engagement materials for workshop delivery
- Set workshop outcomes and co-facilitate workshops with casual staff to school students and headspace centre staff

KEY SELECTION CRITERIA:

1. Experience in planning, delivering and evaluating youth programs, including facilitating workshops and recruiting volunteers and casual staff.
2. Understanding and commitment to working in accordance with youth participation and community development processes, with a sensitivity to the experiences young people from refugee and migrant backgrounds.
3. Strong written and interpersonal communication skills including the ability to effectively engage with young people, stakeholders and colleagues.
4. Demonstrated organisational skills, with a capacity to be flexible and show initiative in a work setting.
5. Optional: Lived experience or interest in mental health in multicultural communities

QUALIFICATION REQUIREMENTS:

- 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:

- CMY takes Child Safety seriously and shortlisted 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 Children 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 will be based out of the CMY Carlton office but travel to other CMY offices may be required.

- This role at times may require 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/Senior
Manager Name

Executive/Senior
Manager Signature

Date

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

Employee Name

Employee Signature Date / /