

POSITION TITLE:	Project Officer, MY Education		
REPORTS TO:	Team Leader, MY Education		
POSITION CLASSIFICATION:	Fixed Term Part Time (0.8FTE)		
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:	Diana Amato
SALARY:	SCHADS Level 5 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:	December 2025

About CMY

The Centre for Multicultural Youth (CMY) is a non-profit organisation based in Victoria. We've been shaping culture 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.

At CMY, we find the gaps, partner with experts, model the future and deliver real outcomes. We are the shaper of systems, attitudes and behaviours that create the society we all deserve. Find out more: cmymy.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 project officer role will focus primarily on the delivery of education projects of the Learning Beyond the Bell program in Victoria. Key tasks will include providing tailored support to Learning Support Programs, facilitation of training workshops and networking events, and other strategic education projects as required and in response to emerging needs.

JOB RESPONSIBILITIES:

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info@cmymy.net.au • cmymy.net.au

- Coordinate and deliver allocated project activities supporting RESP, LBB and/or other strategic education projects as required;
- Provide specialist advice and support to education stakeholders, including schools and/or LSP providers;
- Support the development of strategic networks of education providers;
- Develop and deliver professional learning workshops for school staff and other education providers;
- Work collaboratively with relevant partners to deliver on shared program outcomes;
- Support schools and partner organisations to engage with students and families from migrant and refugee backgrounds ensuring their perspectives informs the program related initiatives;
- Enhance communication and collaboration between schools, 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 that informs evaluation requirements;
- Contribute to CMY reporting as part of funded progress requirements;
- Participate in supervision, professional development and reflective practice to develop and enhance best practice;
- Engage collaboratively with relevant CMY cross-organisational and cross-program initiatives.

KEY SELECTION CRITERIA:

1. An understanding of the support and engagement required to address systemic barriers experienced by students and families from refugee and migrant backgrounds in education settings, particularly in relation to Learning Support Programs.
2. Demonstrated experience in stakeholder engagement and project management in a school and community environment that supports student learning/family engagement.
3. Well-developed written, verbal and interpersonal communication skills, with demonstrated ability to deliver professional development workshops.
4. An ability to work both independently and within a team environment and collaborate effectively with peers across multiple regions.
5. Demonstrated experience working collaboratively with diverse teams/programs across an organisation

Desirable

- An understanding of the Victorian education sector, school systems and curriculum.

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.

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 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 requires a capacity to work flexible hours including occasional evenings and weekends; and
- A current driver's license is highly desirable 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 /..... /.....