



POSITION DESCRIPTION – TEAM MEMBER

Position Title	Migrant Youth Orientation Program (MYOP) Project Officer	Department	Migration Support Programs (MSP)
Location	Sydney CBD	Direct/Indirect Reports	N/A
Reports to	Volunteer Engagement Officer	Date Revised	22/5/17
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4		

■ Position Level Descriptor

An individual at the Team Member level is accountable for their own performance and contributes to team performance. People at the Team Member level do not have any people reporting to them on a day to day basis.

■ Position Summary

This position is responsible for the effective coordination and delivery of the Migrant Youth Orientation Program (MYOP). It includes development and support of new initiatives and the core MYOP program in conjunction with the Volunteer Engagement Officer, and in alignment with Australian Red Cross (ARC) national strategies.

■ Position Responsibilities

Key Responsibilities

- Plan and coordinate program core activities and excursions
- Deliver information sessions and community workshops/training sessions to recently-arrived young people in a variety of settings, including at Red Cross, in schools and at youth centres
- Develop and maintain effective relationships with a range of stakeholders, including Intensive English Centre staff, government departments, volunteers, youth groups and community agencies
- Coordinate and prepare requisite reporting, including statistics tracking, use of an online database, activity costing and additional feedback as requested by the funder
- Conduct accounts payable tasks, including processes around handling invoices, cheque requests and petty cash as well as responsibility for expense-tracking
- Plan and develop community orientation resources, including training packages and material resources
- Plan, develop, implement and evaluate new MYOP initiatives and program expansion in conjunction with the Volunteer Engagement Officer

■ Position Selection Criteria

Technical Competencies

- Experience with program or project coordination
- Experience in community development or working on a community development initiative
- Experience working in youth engagement or a youth-focused area

- Experience in planning, development and evaluation of activities, training packages or projects
- Demonstrated skills in public speaking or training facilitation
- Demonstrated experience with stakeholder engagement and partnership development
- Experience in developing training sessions, instructional materials or community orientation resources
- Highly developed oral and written communications skills, including the ability to speak confidently in front of a range of audiences
- Cross cultural competence
- Proven highly developed organisational and time management skills
- Ability to use initiative, to work both independently and in a team environment, and to take supervision as required
- Basic proficiency in MS Office (Word, Excel, PowerPoint, Outlook), internet search engines, and simple database formats

Qualifications/Licenses

- Relevant tertiary qualifications, skills and/or experience in education, social sciences, community development, or youth or community services.
- Driver's Licence
- A Working with Children check is a mandatory requirement for this role

Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Personal effectiveness | Being culturally competent** | Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Always displaying respect and courtesy to others and acknowledges cultural heritages and varying perspectives of team members.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Focussing on clients** | Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.
- **Organisational effectiveness | Valuing voluntary service** | Demonstrated understanding of the benefits of voluntary service and recognises the contribution of volunteers to clients, communities and the organisation.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter. Police check renewals may be required earlier than 3 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters