MAYSAR Project Officer

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| **REPORTING RELATIONSHIPS** | |
| Reports to | MAYSAR Manager and MAYSAR Board |
| Direct reports | MAYSAR Volunteers and sessional contractors |
| Indirect reports | Nil |
| Internal stakeholders | Melbourne Aboriginal Youth Sports and Recreation (MAYSAR), MAYSAR Board, Volunteers and Whitelion programs |
| External stakeholders | Young people, Aboriginal Community, Aboriginal community organisations, City Council (Hume, Darebin, Whittlesea and Yarra),  Koori Court, DHHS, DJR, Police and community service organisation and partners. |
| **FUNDAMENTALS** | |
| **Work Environment**  Located at MAYSAR in Fitzroy (184-186 Gertrude Street, Fitzroy), Kingsbury (K P Hardiman Reserve, Browning Street, Kingsbury) and any other venues based on MAYSAR events. | |
| **Working Conditions**  This is a 6 - month Full time 1 EFT Contracted position with the possibility of being extended.  Evening and weekend work may be required. Flexitime provisions apply in consultation with line manager.  Salary is $59,517.12 (pro-rata), plus employer superannuation contributions of 9.5% and 17.5% leave loading. Salary packaging applies.  An extra 3 leave days are granted to all Whitelion Staff during the Christmas period  A probationary period of 2 months will apply.  All employees are responsible for obtaining a Working with Children Check and maintaining its validity. | |
| **MAYSAR Strategic Plan 2017 - 2020** | |
| |  |  | | --- | --- | | **Vision**  To be a multi-purpose sport, recreation and community hub supporting the Melbourne Aboriginal community to be healthy, active and culturally connected.  **Purpose**  MAYSAR offers the community participation opportunities in Culture, Art, Recreation, Music, and Sport (CARMS). MAYSAR educates, mentors and advocates for the health & wellbeing of the Melbourne Aboriginal community.  **This position is responsible to the MAYSAR board.**  **Melbourne Aboriginal Youth Sport and Recreation (MAYSAR)** is a well-regarded and well-recognised community centre in Fitzroy. For over 30 years MAYSAR (formerly known as the Fitzroy Stars Aboriginal Community Youth Club Gymnasium) has offered a community gym, youth services, health promotion, housed physical education and sporting groups, provided community support and a public meeting place.  In 2014 MAYSAR and Whitelion entered into a shared services arrangement. It also joins together the expertise and passion both organisations have for assisting Aboriginal and Torres Strait Islander (ATSI) young people to live meaningful lives for the benefit of themselves, their family and community.  **The position is auspiced by Whitelion**   |  | | --- | | **Whitelion Inc** is a non-profit organisation that supports disadvantaged young people. Whitelion’ s mission is to build meaningful relationships and create opportunities that enable highly vulnerable and high risk young people to reconnect with society and reach their full potential. Whitelion provides youth focussed, culturally and gender specific programs including mentoring, employment, role modelling and specialist outreach. | | | |
| **VALUES** | |
| MAYSAR’s organisational culture is based on the following values:  **Respect, Integrity, Compassion, Resilience, Culture**  All MAYSAR staff are expected to uphold these values within the organisation and community | |

| **KEY RESULT AREAS (KRAs)** | **Key Tasks** |
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| Aboriginal youth engagement | Provide Culture, Art, Recreation, Music and Sport (CARMS) activities for young people between the ages of 15 to 25 years.Facilitate 10 events for Aboriginal youth |
| Organising events | Development, implementation and evaluation of the 10 CARMS activities  * Coordinate a steering committee for the CARMS Program * Promotion of events to community * Oversee the budgetary expenditure of the CARMS Program |
| Build Resilience and develop young Aboriginal community members | Identification of young people to become peer mentors  * Work alongside Whitelion Deadly Lions program in securing services for young people to decrease offending behaviour * Link with Whitelion’ s employment programs to create pathways to economic independents |
| Strengthen cultural connection | Connect Aboriginal young people with their culture and traditions  * Promoting the historical significance of the MAYSAR building in Fitzroy * Participation in cultural walks * Engaging the participation of Elders in activities at the new MAYSAR outreach site in Kingsbury |

Key Selection Criteria

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| **EDUCATION / QUALIFICATIONS** |
| * Relevant qualifications for the social welfare sector preferred, or demonstrated ability to work with Aboriginal youth and experience in project development and administrative skills |
| **SKILLS AND EXPERIENCE** |
| * Demonstrated commitment and ability to work effectively with Aboriginal and Torres Strait Islander young people, their families and communities. * Demonstrated knowledge and understanding of the issues faced by young Aboriginal people, including the Child Protection and Youth Justice Systems. * An understanding of services and organisations who work within the Aboriginal community. * Excellent verbal and written skills in addition to a high level of interpersonal, liaison and negotiation skills which allow you to build rapport and trust with various stakeholders * Ability to work independently and as part of a team * Willingness to undertake a Police Check and Working with Children Check. * Preferably hold a current drivers licence and be prepared to drive, transporting young people. |

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| **CAPABILITY FRAMEWORK** | |
| **Personal Effectiveness** | |
| Insight and growth | * Possesses a strong desire to learn about and experience new things * Seeks feedback and responds appropriately * Understands the impact of own emotions and behaviours * Continually looking to develop own expertise |
| Resilience | * Is optimistic and positive * Bounces back from difficult situations |
| Energy and drive | * Takes personal accountability for actions * Works to the best of ability to exceed expectations * Stays true to our values * Keeps trying no matter what * Never gives up on our young people |
| **Works with Others** | |
| Collaborates | * Seeks the contribution of others * Shares information * Tries to understand perspectives, needs, feelings & values of others * Communicates openly, honestly and with positive intent * Makes others feel valued when they express a different view * Remains open to a range of options and ideas * Works with others to reach consensus * Supports team decisions |
| Manages conflict | * Brings conflict into the open and deals with it appropriately |
| Develops others | * Views mistakes as opportunities to learn * Provides constructive feedback * Uses strength based coaching for development * Empowers others to take risks & try new things |
| Inspires others | * Admits mistakes and takes responsibility for their outcome * Advocates for young people * Sets realistic goals and standards * Promotes our purpose, values and strategy * Builds trust through reliability and consistency * Is unconditional in support of others * Acknowledges positive performance of others * Inspires others to be the best they can be * Represents the organisation appropriately * Stands up for what the organisation believes |
| Plans and organises resources | * Makes the hard decisions * Breaks down barriers for others to be successful |
| Drives performance | * Role models positive behaviours * Drives performance to achieve objectives & behaviours * Celebrates effort & achievement * Is brave enough to have the tough conversations |
| **Creates Organisational Impact** | |
| Grows the organisation | * Thinks outside the square to continuously improve the organisation * Calls on best practice research to inform actions |
| Leads others through change | * Embraces change * Supports others through the impact of change |