

Sydney Story FACTORY

176 Redfern Street, Redfern NSW 2016. www.sydneystoryfactory.org.au. Contact: info@sydneystoryfactory.org.au

POSITION DESCRIPTION

Position Title:	Storyteller-in-Chief, Parramatta
Reports to:	Director, Parramatta
Salary & Conditions:	Commensurate with experience and sector expectations. Additional 9.25% superannuation. Salary packaging of up to \$16,500 per annum is available.
Hours:	4-5 days per week
Leave:	4 weeks per year, including two weeks at Christmas, plus public holidays.
Start date:	Negotiable, but ideally September/October 2017.

ABOUT THE SYDNEY STORY FACTORY

Our mission is to nurture young people's creativity and well-being through sustained personal attention to their writing.

Under the guidance of our expert storytelling team, volunteer tutors work with students one-on-one or in small groups to write stories of all kinds, which we publish in as many ways as possible. Most programs are delivered in collaboration with schools and community groups, and our focus is on marginalised young people, particularly those who are Indigenous and from culturally diverse backgrounds. All programs are free.

Sydney Story Factory opened in Redfern in 2012 and has grown fast. We now have 10 permanent staff, plus 850 trained volunteers. To meet growing demand, we are opening a second centre in Parramatta in May 2018. There is more information about us and our team [here](#).

The Storyteller-in-Chief, Parramatta, will initially work from our Redfern base, and transition to work from the Parramatta centre when it opens. Most workshops will be run off-site, at schools and community groups across Western Sydney, so the role will require travel.

PURPOSE OF THE ROLE

The Storyteller-in-Chief, Parramatta, will be responsible for overseeing all creative writing and storytelling programs run from our Parramatta centre, including those delivered off-site at schools and community groups. S/he will design and deliver many of these programs, while also supporting and developing other teaching staff to deliver their programs.

Ultimately, s/he will be responsible for ensuring that SSF Parramatta delivers a wide range of programs that excite young people across Western Sydney, and help build their writing skills, confidence, creativity and love of language and learning.

CORE FUNCTIONS AND RESPONSIBILITIES

Core functions of the role include:

Developing and delivering creative writing and storytelling workshops for young people aged 7 to 17.

- Including workshops already developed – such as our one-off bookmaking, script-writing and robot birds workshops – and the development of new and innovative term-long programs that respond to the needs and interests of primary and high school students across Greater Western Sydney.
- Programs will be designed in collaboration with young people, teachers and community workers. Some will be delivered at our new Parramatta centre, but most will be at schools and community groups across Greater Western Sydney.
- All programs must be of the highest standard and effectively meet the aims of the Sydney Story Factory, and curriculum requirements as needed.

Supporting and managing the storytelling staff at SSF Parramatta

- At opening in May 2018, SSF Parramatta will employ at least two part-time storytellers, with the potential for more. The Storyteller-in-Chief, Parramatta, will be responsible for: scheduling workshops and staffing, overseeing program delivery, working with staff to help them develop programs, ensuring workshops are of the highest quality at all times, developing and supporting staff to continually improve their teaching practice.

Community engagement

- Developing strong working relationships with educators, parents and young people from a range of diverse backgrounds to ensure that programs are of the highest quality and effectively meet student needs.
- Liaising with teachers and community workers to schedule, plan and develop workshops and programs.

Administrative tasks

- Managing, welcoming and supporting volunteers
- Keeping accurate records of all classes, including attendance, and handing these in a timely fashion to administrative staff
- Keeping accurate and complete lesson plans of all programs delivered and sharing them with SSF staff
- Participating in and leading staff professional development, particularly with the SSF's Storyteller-in-Chief.
- Participating in evaluation processes and collecting evaluation data, to be passed in a timely fashion to administrative staff
- Working with the Director, Parramatta, to ensure that programs meet the centre's strategic goals and aims for participants.

Key Selection Criteria

The ideal candidate will be an outstanding teacher and writer, with a long history of developing young people's writing skills. S/he will have a deep passion for words and for improving the lives of marginalised young people. S/he will be highly creative and imaginative, with a drive to deliver innovative writing programs that become a benchmark in the field.

Essential

Qualifications and Experience

1. An education degree and significant experience teaching writing to young people
2. A demonstrated love of writing
3. Experience working with young people from diverse backgrounds and with diverse challenges.

Skills and Attributes

1. **Teaching skills:** Outstanding teaching and writing skills and a commitment to creating opportunities for marginalised young people
2. **Relationship-building:** the ability to create and maintain lasting relationships with people of all ages from diverse communities, including with members of Indigenous and culturally diverse communities.
3. **Creativity:** the ability to generate and develop new ideas for engaging programs for young people, and to nurture creativity in others
4. **Organisational Skills:** Highly organised, with the ability to work independently and prioritise.
5. **Maintain resilience:** Ability to remain calm and productive under pressure and to always put young people first.

Personal qualities

1. **Empathetic**
2. **Flexible**
3. **A positive outlook.**

Desirable

1. Driver's licence
2. First aid certificate
3. Computer literacy, including experience with Google docs.

HOW TO APPLY

To apply, please submit a cover letter that addresses the selection criteria, your resume and two referees you are happy for us to contact.

Send applications to - Bheki Mkwanzani, on bheki@sydneystoryfactory.org.au by 5pm on **31st July, 2017**

OUR COMMITMENT TO DIVERSITY

At Sydney Story Factory, we embrace differences in gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation. We know that diversity and inclusion helps us to attract, recruit, engage and retain a team of talented people.

We encourage people from Aboriginal and Torres Strait Islander and culturally diverse backgrounds to apply. Residents of Greater Western Sydney are particularly encouraged to apply.

If you require specific support to apply for this position, please advise us by contacting Bheki on bheki@sydneystoryfactory.org.au. We will work with you to identify the best way to assist you.

The successful applicant must:

- undergo a Police Check and Working with Children Check prior to commencement;
- be subject to an initial three-month probationary period.

It is an offence under the NSW Child Protection Act for a person convicted of a serious sex offence to apply for this position. Relevant employment screening will be conducted.