



*Senior
Program
Manager*

WHO WE ARE

Founded in 2012, Story Factory is a not-for-profit creative writing centre for young people aged 7-17 from under-resourced communities.

At Story Factory, we know that stories have the power to change lives. Research shows that quality arts-based learning significantly improves social and emotional wellbeing.

Our storytelling workshops have been designed by creative writing and literacy experts to build literacy, confidence and creativity: essential skills young people need to shape their future.

The workshops are facilitated by our storytelling team, and supported by volunteer tutors.

We only work with young people from communities that are under-resourced.

WE WILL PROVIDE

- * Salary package of \$100,000, plus super
- * Fringe benefit salary sacrifice options
- * 5 days per week
- * 4 weeks annual leave each year
- * Cultural and ceremonial leave for Aboriginal and Torres Strait Islander staff

WHO YOU ARE

The ideal candidate will be an exceptional, experienced workshop facilitator who can work independently to shape and improve our in-school programming.

They will have a passion for nurturing creativity and building skills in their peers, and in young people from diverse backgrounds. Candidates must be a qualified teacher with at least five years teaching experience, and experience managing people. They will be highly creative and adaptable, and love bringing out the best in their team.

The Senior Program Manager will be a key part of Story Factory's senior management group, providing input into both day-to-day decision making and long-term strategy for the organisation.

Story Factory strives to be a creative, supportive and inclusive place to work. We particularly welcome applications from people from diverse backgrounds, and experience working in under-resourced communities.

APPLICATION CLOSING DATE

**5pm, Monday 1st November
2021**



OUR WORKPLACE CULTURE

We work in a space that strives to be culturally safe, supportive, fun and driven. We are always looking for colleagues who:

- * are willing to develop cross cultural competencies;
- * have a reflective practice about their work, and are open to feedback and finding improvements in both their own and organisational processes;
- * love working with young people and are always willing to centre their voices;
- * can communicate clearly, respectfully and patiently;
- * can be flexible and adapt to an always-changing environment;
- * are keen to both collaborate with others and work on their own.



MUST HAVE, OR BE WILLING TO OBTAIN

- * An employee Working with Children Check
- * A National Police Check

FAQS

Will I get an interview?

We often receive large numbers of applications and are not able to interview everyone. If you have completed all of the application steps, you will have a stronger chance of getting an interview.

How long will I wait to hear whether I have an interview or not?

We always respond to every applicant, whether you have been successful in getting an interview or not. If you have not had a response in two weeks, you can email jobs@storyfactory.org.au to check that we definitely received your application.

Can I submit without referees, or submit them later?

No, your application will need to include two referees for you to be considered for an interview.

Do I need to include my CV?

Your application must include a CV and cover letter to be considered for an interview. Please send them through to jobs@storyfactory.org.au.

I don't have the experience you're looking for, should I still apply?

If we have specifically asked for a level of experience for a role, for example a teaching degree, it is unlikely you will get an interview without this experience. If you have an existing working relationship with Story Factory or similar experience that is directly transferable to the role, by all means send in an application.

Can you keep my application on file for future positions?

As a small non-profit we don't have the infrastructure to retain applications, however you are always welcome to apply again for future roles.

What other roles do you have coming up?

Whenever we have a role on offer, we announce this on our website.

storyfactory.org.au/work-with-us



“ THE BEST THING ABOUT STORY FACTORY IS THAT WE ALL WORK TOGETHER TO ENSURE THE BEST OUTCOMES FOR OUR KIDS. EVERYONE'S PASSION IS GENUINE. IT'S A JOY TO WORK WITH SUCH A DEDICATED, TALENTED TEAM. ”

**Cath Keenan,
Executive Director**



176 Redfern Street, Redfern and 90 George Street, Parramatta.
www.storyfactory.org.au.

Contact: jobs@storyfactory.org.au

POSITION DESCRIPTION

Position Title:	Senior Program Manager
Reports to:	Storyteller-in-Chief Richard Short
Salary & Conditions:	\$100,000 pa plus superannuation. Fringe benefit may be applicable. The role is full time.

About the Story Factory:

We're a not-for-profit that runs creative writing and storytelling workshops for young people aged 7 to 17 in under-resourced communities. Supported by our community of expert storytellers and volunteer tutors, young people are empowered to create stories of all kinds, which we publish and celebrate. Young people develop the skills and confidence to find their voice and shape the future.

Most of our programs run once a week for a term (6-8 weeks) in primary and high schools across Sydney and Western Sydney, reaching up to 1,000 young people a week. Programs are on a wide range of topics, from climate fiction to stories of being trapped in an amusement park and Instapoetry. All programs end in a handsome publication which students can take home as a lasting record of their achievement. A Theory of Change underpins all our programs, which are designed to build writing skills and creativity, and help young people find their voice.

Since opening in 2012, our achievements include:

- 35,000+ student enrolments, with nearly 8,000 enrolments in 2021;
- 19% Indigenous and 44% from culturally and linguistically diverse backgrounds;
- Building a corps of over 400 trained volunteer writing tutors;
- Recognition of our work with multiple awards, including a Secretary's Award for Excellence in the 2018 Public Education Foundation Awards.

Story Factory has centres in Redfern and Parramatta. The Senior Program Manager will work across both, and can be based at either.

The role

The Senior Program Manager leads the delivery of all Story Factory's in-school creative writing programs. Their job is to support and work collaboratively with our team of 13 storytellers to ensure that Story Factory workshops are of the highest quality, aligned with our Theory of Change, and make the greatest possible difference in the lives of the young people we work with.

This is a busy, dynamic role which involves continuously improving our suite of programs, and supporting our talented team to deliver them. It also involves creating engaging new programs for a diverse cohort of primary and high school students, and building the skills of our Storytelling team through a combination of personalised feedback and professional development.

The ideal candidate will be an exceptional, experienced workshop facilitator with a passion for nurturing creativity and building skills not only in young people, but also in their peers. They will be a qualified teacher with at least five years teaching experience and experience managing people. They will be highly creative and adaptable, and love bringing out the best in their team. The Senior Program Manager will be a key part of Story Factory's senior management group, providing input into both day-to-day decision making and long-term strategy for the organisation.

Story Factory is a Child Safe Organisation, and the Senior Program Manager will ensure our Storytelling team adheres to the Code of Conduct at all times, and be a role model in all matters of child safety.

Key Position Priorities and Duties:

- Support and train our Storytelling staff to deliver our suite of creative writing programs to primary and high school students, to the highest standard. Also work with the team to continuously refine and improve programs, and differentiate delivery and outcomes to best meet the needs of diverse students.
- Guide the Storytelling team through the conception, development and refining of high quality classroom resources, and oversee their production.
- Work with the Storytelling team to develop new programs for primary and high-school students, aligned to our Theory of Change, and similarly support staff to deliver them.
- Observe and give constructive feedback to staff as they deliver workshops and identify opportunities for professional development. Regularly run internal professional development sessions for staff and support them to undertake external PD as needed.
- Work with our two Senior Storytellers on the day-to-day management of our team of 13 Storytellers. This includes managing storytellers on issues including performance, working with volunteers in workshops, and other workplace issues.
- Work with the Director - Community and the Operations Manager to co-ordinate our offerings to schools, and best schedule our Storytellers' time.
- With the Storyteller-in-Chief, oversee the evaluation of programs and assist with feeding back results into program refinement.
- Story Factory complies with the National Principles for Child Safe Organisations. The Senior Program Manager is the organisation's Child Safety Contact Person for all issues arising out of regular in-school programs, and works with the Storyteller-in-Chief, and the Story Engineer to ensure compliance with these principles at all times.

Selection Criteria:

Essential

1. A teaching qualification and 5+ years of experience teaching creative writing/English.
2. Strong management skills, including experience managing teachers or others in an education setting.
3. A passion for writing and creativity, and for developing these skills in young people, particularly young people in under-resourced communities.
4. Demonstrated ability to conceive of one-off and term-long creative writing programs for students, ideally in primary and high school setting,
5. Demonstrated ability to work collaboratively with diverse people in an educational setting.
6. Strong organisational and administrative skills.

Desirable

1. Experience working with young Indigenous people, people from culturally diverse backgrounds, and students with particular learning and social support needs.
2. Current driver's licence.

HOW TO APPLY

Please apply by writing a letter addressing the selection criteria and sending it along with a CV to Angelina Grien, on jobs@storyfactory.org.au by 5pm, Monday 1st November 2021.

OUR COMMITMENT TO DIVERSITY

At 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 the recruiting manager whose contact details are listed in the advertisement. We will work with you to identify the best way to assist you.