



*Indigenous  
Storyteller*

## 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 \$80,000, pro-rated to \$48,000 for three days per week, plus superannuation
- \* Fringe benefit salary sacrifice options
- \* 3 day working week
- \* 4 weeks annual leave each year
- \* Cultural and ceremonial leave for Aboriginal and Torres Strait Islander staff

## WHO YOU ARE

The Indigenous Storyteller will run creative writing programs with young people aged 7 to 17 in schools, community groups and at our centres.

A genuine Occupational Requirement of this role is that the applicants be of Aboriginal or Torres Strait Islander descent. Applicants must demonstrate Aboriginal or Torres Strait Islander heritage in addition to addressing the selection criteria. We're looking for an Indigenous Storyteller who has:

- \* Significant experience working with young Aboriginal and Torres Strait Islander peoples and a deep understanding of how to support them to achieve the best outcomes;
- \* A love of creative writing;
- \* Significant educational experience, and a completed or nearly completed education degree;
- \* A gift for storytelling and the ability to nurture creativity in others;
- \* Deep cultural knowledge and a desire to share this with people from diverse backgrounds.

## APPLICATION CLOSING DATE

Applications will be assessed as they arrive.



## 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;
- \* are keen to both collaborate with others and innovate on their own;
- \* 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



## HOW TO APPLY

**Step 1:** Complete the cover form on pages \*\*\*. This gives us all the information we need to reach you, and tells us why you would like the job.

For a storytelling organisation like us, this is an important part of the application, so take your time with it.

**Step 2:** Respond to the selection criteria. This is also very important, so make sure you provide an example for every question.

If you don't have experience with something, you can write about another similar experience, or about how the skills or knowledge you have would allow you to meet that criteria.

**Step 3:** Attach your CV (resume). This gives us an idea of what you've been involved with in the past, and a sense of some of your other achievements that might not have fit in the other sections of the application.

**Step 4:** Email your application to [jobs@storyfactory.org.au](mailto:jobs@storyfactory.org.au)



## 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 [jane.han@storyfactory.org.au](mailto:jane.han@storyfactory.org.au) to check that we definitely received your application.

### ***Can I submit without references, or submit them later?***

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

### ***I've decided I no longer want to apply, what should I do?***

Email [jane.han@storyfactory.org.au](mailto:jane.han@storyfactory.org.au) and we will take you off the application list.

### ***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.



“ 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**



[storyfactory.org.au/work-with-us](https://storyfactory.org.au/work-with-us)



## WRITE A COVER LETTER SHARING YOUR STORY.

Tell us about yourself and also;

why you want to work with Story Factory.

*You are also welcome to attach a word doc in place of this page.*

The Indigenous Storyteller will work under the direction of the Senior Programs Manager and in collaboration with the whole storytelling team. S/he will lead a range of workshops with students in upper primary and high school. Some of these will be workshops we have already developed, but s/he will also work with the team to develop new and innovative programs responding to students' needs and interests, and drawing on cultural knowledge. The ideal candidate will be as creative and imaginative as possible, with a drive to deliver innovative, and culturally appropriate, writing programs that become a benchmark in the field.

S/he will be involved in the management of volunteers within workshops, and occasionally interns. We are a community based organisation, so s/he will also be expected to engage with diverse members of our community and build strong and respectful relationships.

Programs will be delivered at schools, in communities, at our centres in Redfern and Parramatta. There may be occasional work in regional NSW.

### **Key Position Priorities and Duties:**

#### **Program preparation and delivery:**

- Prepare and deliver, to a very high standard, Story Factory's (SF's) range of writing and storytelling programs, to young people aged 7 to 17 from a wide range of backgrounds, with a particular focus on Aboriginal and Torres Strait Islander young people.
- While delivering these programs, adjust the activities to best fit students' literacy levels, interests and levels of engagement, and report back on these changes to the Senior Program Manager.
- Work collaboratively with the Storytelling team to assist with the refinement, improvement, and delivery of SF writing programs, and the creation of new programs that respond to students' interests and SF's goals with a particular focus on developing Indigenous content.
- Work collaboratively with the Storytelling team to ensure all SF programs are culturally appropriate and relevant.
- Ensure that SF workshops are places where students and families from all backgrounds are welcome, and actively encouraged to participate.
- Develop strong relationships with teachers, and, where possible, parents and community members, whenever you are running a workshop.
- Deal with any behavioural issues with students in accordance with SF policies, and report any areas of serious concern to the Senior Program Manager.
- In line with SF being a child-safe organisation, familiarise yourself and ensure compliance with SF's child safety policies. If a concern about child safety arises, report this immediately to the Senior Program Manager and follow all SF procedures, including writing a report on the incident.
- When called on, to deliver or assist with the delivery of Professional Learning programs for teachers.
- Work co-operatively with evaluators who may from time to time be involved in workshops.

- Keep accurate, detailed and timely records of workshops, including completing rolls, evaluations, and end-of-program wraps.
- Work with the Senior Program Manager and Publishing Manager to coordinate the collection, typing, and editing of student work for publication, and then print and bind these publications for students.
- Make yourself available for briefing and de-briefing sessions with volunteers before and after every workshop, conducted using SF briefing guidelines.
- Directly supervise volunteers and interns within workshops, including giving constructive feedback and guidance throughout.
- Occasionally work with Volunteer Managers to develop and deliver training for volunteers, especially around working with Aboriginal and Torres Strait Islander students.
- Comply with, and ensure that all volunteers comply with, the guidelines regarding appropriate interactions with children outlined by the NSW Commission for Children and Young People and all internal policies around child safety as part of our child-safe organisation commitments.

**Selection Criteria:**

*Candidates are asked to reply to each of the following criteria outlining their relevant experience and qualifications.*

**Essential**

1. Significant experience working with young Aboriginal and Torres Strait Islander peoples and a deep understanding of how to support them to achieve the best outcomes;
2. A love of creative writing;
3. Significant educational experience, and a completed or nearly completed education degree;
4. A gift for storytelling and the ability to nurture creativity in others;
5. Deep cultural knowledge and a desire to share this with people from diverse backgrounds.
6. Strong organisational and administrative skills.

**Desirable**

1. Current NSW Driver Licence.

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