



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 \$85,000, plus superannuation
- * Fringe benefit salary sacrifice options
- * 4 weeks annual leave each year.
- * Cultural and ceremonial leave for Aboriginal and Torres Strait Islander staff

WHO YOU ARE

The Storyteller will run creative writing programs with young people aged 7 to 17 in schools, community groups and at our centres. This is a full-time role to December 2023.

They will work under the direction of the Senior Program Manager, and in collaboration with the whole storytelling team. We're looking for a Storyteller who has:

- * A love of creative writing and a strong desire to improve outcomes for young people;
- * A completed or nearly completed Education degree and significant education experience;;
- * A gift for storytelling and the ability to nurture creativity in others;
- * Demonstrated ability to work collaboratively with diverse people in an educational setting;
- * A creative mind and the ability to develop programs responding to students' needs and interests, with or without support from others.
- * Strong organisational and administrative skills.

APPLICATION CLOSING DATE

Monday January 16, 2023, 5pm.



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 5-6. 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



FAQS

Will I get an interview?

In the event of receiving a large number of applications we may not be able to interview everyone. Please ensure you complete all of the steps in the application form to strengthen your application and have a stronger chance of getting an interview. Applications close on January 16, 2023. Late submissions can be received, please give us a call if this is the case.

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 references, or submit them later?

Yes, you can provide two referees once you have progressed to that stage of the application process. We will also not phone any referees without your permission.

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

Email jobs@storyfactory.org.au and we will take you off the application list.

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

A teaching degree or nearly completed educational degree is required for this position. However, we do recognise transferable skills if you have worked with Story Factory or in a school-based setting.

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

APPLICANT COVER FORM



Position: Full-time Storyteller

First Name:

Last Name:

Address:

Telephone:

Mobile:

Email:

REFEREES

Please provide details of two people who can speak on your behalf regarding your work history. *Work references only. Please include your current supervisor/manager. We will not contact referees until the final stage, and will let you know in advance.*

NAME:

TELEPHONE:

POSITION/RELATIONSHIP + COMPANY/ORG:

NAME:

TELEPHONE:

POSITION/RELATIONSHIP + COMPANY/ORG:

When will you be available to commence?

How did you find out about this position?

☐

Facebook

☐

Twitter

☐

EthicalJobs

☐

ArtsHub

☐

Story Factory website

☐

Other

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 Full-time Storyteller will work under the direction of the Senior Program Manager, and in collaboration with the whole storytelling team. They will lead a range of creative writing workshops with students in upper primary (stages 2 and 3) and high school. Some of these will be creative writing programs we have already developed, and they may also work with the team to develop new and innovative creative writing programs responding to students' needs and interests. Professional development and support will be provided, if needed.

The ideal candidate will be an exceptional, experienced teacher with a passion for nurturing creativity in young people, and the drive to deliver innovative creative writing programs that become a benchmark in the field.

They may be involved in the management of volunteers within workshops, and occasionally interns. They will also be responsible for keeping accurate records of each workshop, including attendance registers for students and volunteers, and reporting back on all workshops to the storytelling team. We are a community-based organisation, so they will also be expected to engage with diverse members of our community and build strong and respectful relationships.

Most programs will be delivered in schools in Sydney and across Western Sydney, with some programs at the Story Factory's centres in Redfern or Parramatta.

Story Factory is a child safe organisation, and they will be expected to follow our charters and code of conduct at all times, and be a role model for the Story Factory community in all matters of child safety.

Key Position Priorities and Duties:

- High quality delivery of Story Factory's (SF's) range of already developed writing and storytelling programs, to young people aged 7 to 17 from a wide range of backgrounds.
- Keep detailed and up-to-date records of all classes, including lesson plans and rolls (for volunteers and students), to be entered in a timely fashion into SF systems.
- Collect, curate and edit student work for publication at the end of each program, and ensure these publications are handed back to students.
- Assist with the refinement and improvement of existing SF programs, and the creation of new programs that respond to students' interests and the SF's goals.
- Ensure all SF programs are culturally appropriate and relevant.
- Directly supervise volunteers and interns within workshops. Appropriately encourage and thank all unpaid staff, so they know their contribution is valued.
- 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; immediately report any infractions to the Senior Program Manager.
- Work co-operatively with evaluators who may from time to time be involved in workshops.
- 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, parents and community members whenever you are running a workshop.
- Deal with any behavioural problems with students in accordance with SF policies.
- Report on a regular basis to the Senior Program Manager about the progress of workshops and attend weekly staff and storyteller meetings.
- Ensure compliance with organisational policies and practices.
- Optional participation in staff development and training activities.

Selection Criteria:

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

Essential

1. A love of creative writing and a strong desire to improve outcomes for young people;
2. A completed or nearly completed education degree and significant education experience;
3. A gift for storytelling and the ability to nurture creativity in others;
4. Demonstrated ability to work collaboratively with diverse people in an educational setting;
5. A creative mind and the ability to develop programs responding to students' needs and interests, with or without support from others;
6. Strong organisational and administrative skills.

Desirable

1. Current NSW Driver Licence.

Forward applications to: Jane Han, on jobs@storyfactory.org.au. Closing date is Monday January 16, 5pm.

For more information, visit www.storyfactory.org.au

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.