



**ABORIGINAL
Engagement
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 \$98,625, plus superannuation, pro-rated for 4 days.
- * Fringe benefit salary sacrifice options
- * 30.4 hour working week
- * 4 weeks annual leave each year
- * Cultural and ceremonial leave for Aboriginal and Torres Strait Islander staff

WHO YOU ARE

We're looking for an Aboriginal Engagement Manager to develop strong partnerships and understanding between Aboriginal and Torres Strait Islander communities and Story Factory, to help improve outcomes for all Aboriginal and Torres Strait Islander students in our programs.

We're looking for an Aboriginal Engagement Manager who:

- * Is friendly and a "people person".
- * Has connections with Aboriginal and Torres Strait Islander communities in Sydney and/or Western Sydney.
- * Is confident and happy to talk in front of groups or in small meetings.
- * Is comfortable in both steering projects alone and working with others.
- * Is passionate about improving writing skills and educational opportunities for Indigenous young people.

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 5 and 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?

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 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 jobs@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.

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**



APPLICANT COVER FORM



Position: Aboriginal Engagement Manager

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.



176 Redfern Street, Redfern NSW 2016.

<http://www.storyfactory.org.au/>.

Contact: jobs@storyfactory.org.au

POSITION DESCRIPTION

Position Title:	Aboriginal Engagement Manager
Reports to:	Director – Community and Innovation
Salary & Conditions:	\$98,625 pa full-time, pro-rated, plus superannuation. Fringe benefit may be applicable. This position is part-time, 4 days per week.

About the Story Factory:

At Story Factory, we believe that stories can change lives. We focus on enriching the lives of young people in under-resourced communities through quality creative writing programs, improving their writing skills, increasing their confidence and expanding their future prospects. Reading is access but writing is agency.

Since opening in 2012, we have taken more than 45,000 student enrolments, with more than 8,000 enrolments in 2022. 18% of our students are Aboriginal and Torres Strait Islander and 44% are from culturally and linguistically diverse backgrounds. We have won a number of awards for our work, including Executive Director and Co-founder Dr Cath Keenan being named Australian of the Year Local Hero in 2016.

Our vision for reconciliation

Our vision for reconciliation is to see an Australia where all Australians can work together in respectful and listening ways. To us, reconciliation means acknowledging a wrong at the heart of Australian culture and understanding how this has affected First Nations peoples and our society as a whole. It necessitates an unbreakable commitment to working with First Nations peoples so we can pursue culturally appropriate pathways and practices across our organisation. We are committed to employing Indigenous staff and letting their voices and needs guide our work alongside Aboriginal and Torres Strait Islander school communities, communities and organisations. Reconciliation means all Australians learning to understand and celebrate the richness of First Nations cultures. Together we can walk into a better future.

About the role:

We're looking for an Aboriginal Engagement Manager to develop strong partnerships and understanding between Aboriginal and Torres Strait Islander communities and Story Factory, to help improve outcomes for all Aboriginal and Torres Strait Islander students in our programs.

We're looking for an Aboriginal Engagement Manager who:

- Is friendly and a "people person".

- Has connections with Aboriginal and Torres Strait Islander communities in Sydney and/or Western Sydney.
- Is confident and happy to talk in front of groups or in small meetings.
- Is comfortable in both steering projects alone and working with others.
- Is passionate about improving writing skills and educational opportunities for Indigenous young people.

Key Position Priorities and Duties:

- Develop partnerships and understanding between Aboriginal and Torres Strait Islander communities and Story Factory on all levels, helping to improve the outcomes for Aboriginal and Torres Strait Islander students in our programs,
- Identify opportunities for creative writing workshops with Aboriginal and Torres Strait Islander communities and school groups,
- Work with Director - Community, Operations Manager and Senior Programs Manager to organise workshops in communities and at our two Story Factory centres,
- Attend workshops around Sydney and work as a specialist tutor to assist Aboriginal and Torres Strait Islander students,
- Work with storytellers, including Aboriginal colleagues, to develop relevant and culturally appropriate content for our programs,
- Assist with the delivery and development of our Reconciliation Action Plan to better reflect our growing organisation, and ensure that the outcomes and ideals of this are embedded across all aspects of our work,
- Engage staff and volunteers in professional development workshops to help them better engage with Aboriginal and Torres Strait Islander staff and students in the classroom,
- Work with the Story Engineer to grow the number of Aboriginal and Torres Strait Islander students in our Open Programs (after-school, weekend and school holiday workshops),
- Provide input in areas such as professional development, training, strategic planning, fundraising and ethics as they relate to Aboriginal and Torres Strait Islander students,
- Attend occasional fundraising and launch events,
- Attend staff meetings and participate in organisational development,
- Travel to workshops and meetings around Sydney,
- Develop an understanding of Aboriginal and Torres Strait Islander communities and context in Sydney, with a special focus on Mount Druitt, Redfern, Campbelltown and Matraville (Darug, Gadigal and Tharawal lands),
- Perform other general administrative and organisational tasks as they arise.

Selection Criteria:

Candidates are asked to reply to each of the following criteria outlining their relevant experience and transferable skills in no more than two pages.

Essential

- Knowledge and awareness of the cultural practices, values and issues that affect Aboriginal and Torres Strait Islander people in today's society,
- Excellent people skills with the ability to develop and maintain strong relationships,
- Excellent communication skills, written and verbal, and a love for storytelling,
- Demonstrated ability to work with children and young people,
- Ability to work unsupervised, take initiative and solve problems as they come up, -
- Willingness to travel across Sydney and Western Sydney, either by car or public transport.

Desirable:

- Tertiary qualifications and/or proven experience in the community or education context,
- Current NSW Driver Licence.

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.

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.

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 Jane on jane.han@sydneystoryfactory.org.au. We will work with you to identify the best way to assist you.

The successful applicant must undertake a Police Check and Working with Children Check prior to commencement. The role reports to the Director – Community and Innovation, and has a six month probation period. Start date to be negotiated with the Director – Community and Innovation.

Applications, including a cover letter addressing the selection criteria and a CV, should be sent to jobs@storyfactory.org.au. Applications will be assessed as they are received.

All queries can be directed to jobs@storyfactory.org.au.