



STORY GUIDE

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 \$110,000, plus superannuation.
- * Flexible role: either full-time or part-time (0.8FTE).
- * Fringe benefit salary sacrifice options
- * 4 weeks annual leave each year, plus up to 8 additional days at the end of the year.
- * Cultural and ceremonial leave for Aboriginal and Torres Strait Islander staff

WHO YOU ARE

We're looking for a Story Guide to lead our celebration of and immersion in Aboriginal storytelling and culture, to help improve outcomes for all Aboriginal and Torres Strait Islander students in our programs.

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.

You are someone who:

- * Is passionate about improving writing skills and educational opportunities for Indigenous young people.
- * Brings a positive and strengths-based attitude in advocating for Aboriginal students and culture.
- * Has connections with Aboriginal and Torres Strait Islander communities in Sydney, ideally in the Mount Druitt area.
- * Enjoys bringing people together on projects that drive positive change for 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?

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.

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: Story Guide

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 positio ?

☐

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: | Story Guide (Aboriginal and Torres Strait Islander Identified) |
| Reports to: | Director – Community and Innovation |
| Salary & Conditions: | <p>\$110,00 pa full-time plus superannuation. Fringe benefit options available.</p> <p>The role is flexible and can be either full-time or part-time (0.8FTE). Salary is pro-rated for part-time.</p> |

About 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 50,000 student enrolments, with nearly 10,000 enrolments in 2023. 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.

About the role:

Are you sick of working in large environments where cultural work often feels tokenistic? Join our small not-for-profit where your opinion will be valued and you can actually make an impact on the lives of children and the way we do our work.

We're looking for a Story Guide to lead our celebration of and immersion in Aboriginal storytelling and culture. The Story Guide will support our Aboriginal and Torres Strait Islander students to write their best stories, and work with our storytellers to ensure that Story Factory workshops are designed and delivered in ways that best celebrate and incorporate First Nations knowledge and ways of learning. The Story Guide will also lead our RAP Working Group, and oversee the creation and delivery of our Innovate RAP, establishing connections with Aboriginal community members and organisations where necessary. In addition, the Story Guide will play a crucial role in helping us establish and run a hub for our work in Mount Druitt. We have been running program at schools and community organisations in the area for over seven years, and in 2025 plan to create a local base to deepen and extend this work.

You are not expected to have all the answers when it comes to culture. Curiosity and a willingness to learn and figure out the best response, with other Aboriginal and non-Aboriginal colleagues, board and community members, will ensure success in this role.

The Story Guide can be based at our Parramatta or Redfern centres.

About you:

We are looking for a Story Guide who:

- Is passionate about improving writing skills and educational opportunities for Indigenous young people.
- Brings a positive and strengths-based attitude in advocating for Aboriginal students and culture.
- Has connections with Aboriginal and Torres Strait Islander communities in Sydney and/or Western Sydney.
- Enjoys bringing people together on projects that drive positive change for young people.

Key Position Priorities and Duties:

- Attend workshops around Sydney and work as a specialist tutor to assist Aboriginal and Torres Strait Islander students to write and share their stories with confidence;
- Work with Storytellers (our workshop facilitators), including Aboriginal colleagues, to develop relevant and culturally appropriate content for our programs;
- Assist with the creation and delivery of our Innovate RAP to better reflect our growing organisation, and ensure that the outcomes and ideals of this are embedded across all aspects of our work;
- 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;
- Be an active member of the Story Factory leadership team, and provide input in all areas but especially those that relate to Aboriginal students and culture;
- Identify opportunities for creative writing workshops with Aboriginal and Torres Strait Islander communities and school groups;
- Engage Story Factory staff and volunteers in professional development workshops to help them better engage with Aboriginal and Torres Strait Islander students and school staff in the classroom;
- Attend occasional fundraising and launch events;
- Attend staff meetings and participate in organisational development,
- Travel to workshops and meetings around Sydney;
- 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. We recommend that you list two examples for each of the essential criteria points.

Essential

- A love of writing and/or storytelling;
- Demonstrated ability to work with children and young people;
- Knowledge and awareness of the cultural practices, values and issues that affect Aboriginal and Torres Strait Islander people today;
- Excellent people skills with the ability to develop and maintain strong relationships.

Desirable:

- Connections with Aboriginal and Torres Strait Islander communities in Sydney and Western Sydney, ideally in the Mount Druitt area;
- Tertiary qualifications and/or proven experience in the arts, 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@storyfactoryorg.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 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@storyfactoryorg.au. Applications will be assessed as they are received.

All queries can be directed to jobs@storyfactoryorg.au.