



## 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

- \* Pro-rata salary package of \$75,000, plus super
- \* Fringe benefit salary sacrifice options
- \* 3 days per week, 6 month contract
- \* 4 weeks annual leave each year, pro-rata
- \* Cultural and ceremonial leave for Aboriginal and Torres Strait Islander staff

## WHO YOU ARE

*This role is a 6 month maternity leave cover starting asap.*

As part of the Operations team at Story Factory you will be working across the entire organisation, gaining insight into day-to-day operations. The position is 3 days per week based either online or from our Redfern Centre with a focus on book-keeping, payroll, and general office administration and maintenance.

The successful applicant will be someone who is:

- \* An effective communicator,
- \* Creative problem solver, and
- \* Organised and experienced with administration and finances.

You will be reporting to Operations Manager, Craig New & Co-Founder and Executive Director, Cath Keenan.

## APPLICATION CLOSING DATE

**5pm, Monday 31st January, 2022**



## 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





## HOW TO APPLY

**Step 1:** Complete the cover form on pages 5 to 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](mailto: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 31. 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](mailto: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](mailto: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.



“ 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)

## APPLICANT COVER FORM



Position: Administration Officer (maternity cover)

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 HELD/WORKING RELATIONSHIP:

NAME:

TELEPHONE:

POSITION HELD/WORKING RELATIONSHIP:

**When will you be available to commence?**

**How did you find out about this position?**

- Facebook  
 EthicalJobs  
 Story Factory website

- Twitter  
 ArtsHub  
 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](mailto:jobs@storyfactory.org.au)

## POSITION DESCRIPTION

<b>Position Title:</b>	Administration Officer, part-time (3 days per week). This is a contracted role for 6 months only, or until our Admin Officer returns.
<b>Reports to:</b>	Operations Manager, Craig New; Co-founder and Executive Director, Cath Keenan.
<b>Salary &amp; Conditions:</b>	\$75,000 pa, pro-rated for 3 days per week to \$45,000 plus superannuation.

### **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.

### **Working with Story Factory:**

Story Factory opened in Redfern in July 2012 and since then we have grown significantly. We now have 29 staff; around 400 volunteer tutors; and in 2018 we opened a second creative writing centre in Parramatta. Last year, we took nearly 6,000 enrolments from young people, with 15% Indigenous and nearly 50% with English as an additional language.

Story Factory's stellar growth and proven impact has made us an award-winning organisation. In 2014, founding Chair Michael Gonski was Philanthropy Australia's Inaugural Emerging Philanthropy Leader, and in 2016 Executive Director and Co-founder Dr Cath Keenan was named Australian of the Year Local Hero. In 2019 she was also made a Member of the Order of Australia.

We offer flexible working conditions, the opportunity to work with an exceptionally supportive and talented team, and a chance to make a significant difference to the lives of some fantastic young people.

### **About the role:**

The primary task of the Administration Officer is to support Story Factory senior staff, particularly Operations Manager Craig New and Executive Director Cath Keenan. Also primary are all areas of bookkeeping and finance tracking, payroll, general office management, preparation of books for auditing and regular reporting, payment of invoices, and any other day-to-day financial administration.



They will work under the direction of our Operations Manager, and collaborate closely with the Executive Director. They will also work with most Story Factory staff in regards to daily financial needs such as petty cash, expenses, payroll, office stock ordering and other related concerns.

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

- Provide administrative support to the Storyteller-In-Chief and Executive Director and assist in the organisation of their duties, e.g., credit card reconciliations, expense claim forms, etc.
- Provide administrative support to the Operations Manager and assist in the organisation of their duties.
- Issue invoices and receipts for our Fundraising team, Community team and Teacher Professional Development Program using Xero accounting software.
- Complete fortnightly timesheets for staff and send these to our bookkeeper.
- Basic day-to-day technical support for all staff members.
- Prepare paperwork for new staff joining Story Factory, including contracts, superannuation forms, TFN forms, collection of new staff details etc.
- Manage petty cash and reconciliation at the end of month.
- Occasionally process sales through our retail shop
- Ensure compliance with organisational policies and practices
- Participate in and attend relevant meetings as required
- Participate in staff development and training activities as required
- Supervise and manage interns and administrative volunteers where required
- Like all staff at Story Factory, welcome the public and the local community into our centre, explain what we do, and forge links into the community
- 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.

### **Essential**

- Highly developed organisational skills
- Excellent computer skills, including familiarity with Google Apps and Xero.
- The ability to design and implement efficient administrative and other processes
- Attention to detail and accuracy
- The ability to work unsupervised and anticipate staff requirements
- A welcoming attitude to the local community and to people of all backgrounds

### **Desirable**

- Familiarity with Salesforce
- Basic Adobe skills

The Administration Officer must undertake a **National Police Check** and **Working with Children Check** prior to commencement. The role will ideally start **asap** and continues until **June 30, 2022**, or until our Admin Officer returns.

Questions can be directed to [jobs@storyfactory.org.au](mailto:jobs@storyfactory.org.au).