



Raise The Platform Facilitator Position Description

POSITION TITLE	Raise The Platform Facilitator	TERMS OF EMPLOYMENT	Part time (0.2 FTE), max. 6-month contract concluding Friday 16 th December
REPORTS TO	Community Manager	HOURLY RATE	\$30.00 per hour
WORK LOCATION	402 Swanston Street, Melbourne VIC 3000	APPLICATION DETAILS	Email applications in a single PDF containing a CV and Cover letter, addressed to Jake Stevens at community@syn.org.au
CLOSING DATE	Sunday 29 th May 2022 @ 11.59pm		
NOTE	SYN are interested in candidates that have space to grow in the role. We encourage applicants to apply who may not fit all the Selection Criteria but are passionate about development. Successful applicants will be required to obtain a Working with Children Check.		
CHILD SAFE POLICY	SYN is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children checks, police checks and reference checks as we see fit to ensure that we are recruiting the right people.		

1. ABOUT SYN

SYN is a media organisation run by a community of young people. We provide platforms and opportunities for young Australians to broadcast their views on issues and ideas that matter to them. Our aspiration is to empower young people through media making. We inform and empower young people by providing facilities, mentorship, support, and training that allows them to gain access to various broadcasting opportunities and practical industry experience in all facets of the media, as detailed in the organisation's 2020-2021 Strategic Plan. SYN's staff support and develop the strength of our volunteer base who are the creators and owners of all content across our various platforms. All volunteers are under the age of 26.

SYN's current operations include:

SYN Radio (90.7 FM and DAB+ digital)

SYN operates a full-time community broadcasting license and can be heard throughout Melbourne, Geelong and in parts of regional Victoria on FM and DAB+. Our broadcast additionally streams live from our website. SYN's radio content is as diverse as its volunteers and rotates its grid five times a year. SYN's Radio Department is run entirely by young volunteers. Content is by young people for young people. SYN's radio audience is approximately 70,000 listeners a week.



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SYN Podcasts

SYN currently runs a yearly podcast incubator program, providing mentoring and training to young podcast producers to launch original ideas. All year-round SYN provides the space, facilities, and platform for free for our volunteers to create, record and distribute original audio content online through all podcast search engines. SYN's content creators also redistribute many of their live radio programming as on demand podcasts.

SYN TV and Screen

SYN's TV and Screen Department is entirely run by young volunteers and currently produces a weekly community television program, with accompanying online video content on Instagram and YouTube. Up to 15,600 people watch SYN's award winning flagship TV production, 1700, that broadcasts on C31 across Melbourne and Geelong.

SYN Online

SYN manages syn.org.au, an online platform for people under the age of 26 to exhibit, distribute and share their content. SYN Online features a live radio stream, podcasts, videos, and written reviews.

SYN Media Learning & SYN Production Services

SYN Media Learning (SML) provides media education experiences for young people and those who work with young people. Media Learning is SYN's largest social enterprise, offering fee for service media training to young people in Melbourne through hands-on and remote radio and new media workshops. SYN works with more than 100 secondary schools and other groups to offer training through innovative peer-to-peer programs to approximately 4,000 young people per year. We also provide tailored educational program experiences, with various corporate organisations.

SYN Production Services is SYN's new social enterprise arm, producing primarily audio production for external clients and community groups, including pre and postproduction for podcasts, studio recordings, editing and on-site recordings. Our Production Service arm is still growing and will be a key focus of business development across the next year. All our social enterprise activities are delivered by SYN's young Educational Programs Trainers & Producers.

SYN as an employer offers

- A culture of openness that encourages you to ask questions, try new things and take risks - space to makes mistakes and learn
- 14 days of COVID leave in addition to existing personal leave
- Flexibility with ongoing personal appointments during work hours
- A professional development budget for each staff member
- Vaccination status requirement for all staff, volunteers and students attending SYN
- Unlimited leave for COVID testing and vaccination appointments
- Flexible working from home and office policies



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2. JOB SPECIFICATION

Primary Focus

Raise The Platform is SYN's platform for young people to advocate for, and share experiences of, people with disabilities. The Raise The Platform Facilitator supports the volunteer Executive Producer to produce, develop and sustainably grow a weekly, one-hour radio program, and assists the Executive Producer in developing content suitable for radio broadcast and providing recruitment and communications support. In addition, the Raise The Platform Facilitator supports the Community Department in working to reduce barriers for young people with disabilities to participate across SYN's programming: this may include program evaluation and outreach with other community organisations.

Key Responsibilities:

- Support the Raise The Platform Executive Producer in recruiting and organising presenters for each broadcast season
- Work with the Raise The Platform Executive Producer to ensure applications are accessible to all members of the SYN community
- Work with the Community Manager to develop procedures to increase recruitment of young people with a disability at SYN
- Oversee specific training to presenters where necessary, with support from the Induction Coordinator and the Community Department
- Support the Executive Producer in executing the creative and practical aspects of the radio program, giving consideration to SYN's values
- Closely monitor the development of the program and provide proactive and constructive feedback to the Executive Producer and volunteer presenters
- Work with the Executive Producer to report presenters' names to SYN staff at the beginning of each season and ensure all hosts have completed required training
- Assist the Community Manager and Executive Producer to resolve conflicts between volunteers if & when they occur
- Provide support and advice to SYN volunteers as needed

Responsibilities shared with all SYN staff:

- Adhere to SYN's values of Inclusion, Innovation, Participation, Opportunity, and Independence
- Maintain a high standard of work practices and ensure integrity, respect and confidentiality whilst carrying out core tasks
- Work cooperatively with staff and volunteers to achieve the organisation's objectives

3. PERSONAL ATTRIBUTES

You are passionate about content and have experience amplifying content across multiple platforms. You love supporting young people to learn, grow and express themselves through media training and production. You have strong interpersonal skills and are highly organised. The ideal candidate will be creative, driven, and capable of supporting a team of young disabled people.



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4. KEY SELECTION CRITERIA

Please note that SYN is interested in candidates that have space to grow in the role. We encourage applicants to apply who may not fit all the Selection Criteria but are passionate about development.

Required

- Proven experience producing high-quality content across multiple platforms, with a strong focus on radio and audio production,
- Experience in developing resource materials for various stakeholders, including volunteers,
- Proven experience planning and delivering training programs, particularly those tailored towards young people and/or media makers,
- Attuned personal communication skills,
- High-level organisational skills and strong attention to detail,
- Project management experience including the ability to manage multiple stakeholders and deliver projects to a deadline,
- A Working With Children Check or ability to attain one.

Desirable

- A lived experience or sound knowledge of disability,
- Knowledge and experience in people management,
- An understanding of the community broadcasting sector and/or the broader youth, media or arts sectors.

5. APPLICATION PROCESS

To apply, please provide the following information:

- A maximum one-page cover letter, detailing why you are interested in the position
- A maximum two-page CV, including minimum two references

SYN is an Equal Opportunity Employer. People with disabilities, people from culturally and/or linguistically diverse backgrounds and Aboriginal and Torres Strait Islander people are encouraged to apply for this position.

Email all applications in a single PDF document to SYN's Community Manager, Jake Stevens, at community@syn.org.au, with the subject line "Raise The Platform Facilitator Application May 2022". Applications close at 11.59pm on Sunday the 29th of May 2022.

All applicants will be contacted within one week of the application deadline and candidates who progress to the next round will be invited to a job interview.

For more information on this position, email Jake at community@syn.org.au or call 03 9034 1986.