

Position Description: Workshop Facilitator

Position title	Workshop Facilitator
Employment status	Casual
Location	138 Nicholson St, Footscray 3011
Hours	Varies
Position reports to	Program Manager
Direct reports	Workshop Volunteers
Salary range	Rate: \$45/hour + 11% super

Role Purpose

100 Story Building is a social enterprise and centre for young writers. We provide creative writing programs for young people in the western suburbs of Melbourne. Our purpose is to provide opportunities for children and young people in our community to build the literacy skills, confidence and sense of belonging that are fundamental to future success. We focus our impact on 6-18 year olds with a lived experience of socio-educational disadvantage, or who experience other barriers to education.

The Workshop Facilitator is responsible for delivery and evaluation of existing programs, working with teachers and group leaders within the workshop and will assist in the design and development of new programs.

Key responsibilities

Deliver and evaluate workshops within existing creative writing programs.

- Tailor and adapt existing programs to meet the specific needs of children, teachers, schools and the curriculum.
- Facilitate workshops using a range of techniques, including storytelling, to engage student groups and support development of their creative process.
- Facilitate the delivery of our programs in face-to-face and online environments, including recording program content.
- Administer the evaluation of programs including documentation of workshop statistics and reporting.

Support design and development of new programs.

- Assist in identifying needs for new programs and develop new content, materials, approaches, etc. in consultation with the Program Manager.
- Help liaise with teachers to raise awareness of new programs that may be relevant to their requirements.

Liaise with teachers from existing partner schools to support program bookings.

- Help liaise with teachers to adapt programs to support the curriculum and identify gaps for new program development.

We acknowledge the Traditional Owners of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past and present. Sovereignty was never ceded.

Liaise with workshop volunteers assisting with programs.

- Support, coach and develop volunteers to assist with the delivery of programs.

Key Selection Criteria

Qualifications & Background

A background in arts facilitation with experience using a range of art forms, including storytelling, to engage and collaborate with diverse student groups, including those in which there may be social, cultural, or language considerations. Previous experience in both facilitation and delivery of creative projects is required. The capacity to work alongside teachers is essential. Previous experience as a teacher or artist-teacher, or experience working in a classroom or other learning environments is highly regarded.

We encourage people from Aboriginal and Torres Strait Islander and culturally diverse backgrounds to apply. Residents from the western suburbs of Melbourne are particularly encouraged to apply, as are applicants with a lived experience of the communities we work with.

Skills & Attributes

- **Workshop Facilitation:** Extensive experience in delivering engaging creative arts programs for children and young people.
- **Communication:** Capacity to engage students in the creative writing process, including those from backgrounds other than English; to be the workshop 'face' of the organisation and to manage volunteer support and interaction during the workshop.
- **Program Development:** Capacity to adapt programs to suit group and individual participant needs.
- **Administration:** Ability to communicate and coordinate scheduling availability and demands, feedback workshop data and communicate effectively with the team.

Personal Qualities

- **Creative:** Responds to opportunities and ideas with a creative approach.
- **Uninhibited:** Confidently models creative risk-taking to students.
- **Flexibility:** Adapts to changes in the environment to effectively meet new challenges.
- **Initiative and Accountability:** Takes responsibility for actions and proactively addresses issues and implements effective plans.
- **Self-motivated, team oriented:** Works independently as well as part of a team. Larger projects may include some weekend or after-hours work.

Important Information

Staff and volunteers of 100 Story Building are required to demonstrate a commitment to supporting students aged 6-18 with creative and expository writing skills and to helping teachers inspire their students to write. The fostering of a safe and inclusive workplace based on tolerance and community participation is the responsibility of all staff. Appointment to 100 Story Building is subject to reference checks, a Working with Children Check and a Criminal Record Check.

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