

RTP Facilitator and Disability Access Coordinator

Position Description



POSITION TITLE	RTP Facilitator and Disability Access Coordinator	TERMS OF EMPLOYMENT	Part time (0.2 PTE), max. 6 month contract concluding February, 2024 with potential to renew to end of 2024.
REPORTS TO	Community Manager	HOURS	0.2 part-time (PTE), pro rata salary.
WORK LOCATION	402 Swanston Street, Melbourne VIC 3000. Flexibility to work from home.	APPLICATION DETAILS	Email applications in a single PDF or Word document containing a CV and Cover Letter, addressed to Laura Green at laura.green@syn.org.au
CLOSING DATE	5pm, Wednesday, September 13, 2023.		
NOTE	SYN is interested in candidates who 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.		

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.

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.

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SYN TV and Screen

SYN's TV programming is run by young volunteers and produces a community television program, with accompanying online video content on Instagram and YouTube. SYN produces our local music TV show *1700* in partnership with RMITV, which broadcasts on Channel 31 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
- Seven 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
- Paid professional development hours, we encourage staff to upskill and take opportunities that will further their career development
- Flexible working from home and office policies
- A work laptop and modern office space based in Melbourne's CBD

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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 show's 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 role of the Raise the Platform Facilitator and Disability Access Coordinator 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:

1. Support the Raise the Platform Executive Producer in recruiting and preparing presenters for each broadcast season.
2. Work with the Raise the Platform Executive Producer to ensure programming and volunteer involvement processes are accessible to all members of the SYN community.
3. Work with the Community Manager to develop procedures to increase supportive recruitment of young people with a disability at SYN.
4. Oversee specific training to presenters where necessary, with support from the Community Department.
5. Support the Executive Producer with executing the creative and practical aspects of the radio program, such as organising interviews, editing audio content, and promotion.
6. Closely monitor the development of the program and provide proactive and constructive feedback to the Executive Producer and volunteer presenters.
7. Work with the Executive Producer to report volunteer engagement numbers to SYN staff at the beginning of each season.
8. Assist the Community Manager and Executive Producer to resolve conflicts between volunteers if & when they occur.
9. Ensuring content on Raise the Platform follows community media broadcasting regulations, SYN's values, and applicable media law.
10. Assisting in the creation of SYN's Disability Action Plan.

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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.
- Provide support and advice to SYN volunteers as needed.

3. PERSONAL ATTRIBUTES

You are passionate about content and have experience overseeing the publication of 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 volunteers.

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 audio.
- Knowledge and experience in the process of commissioning content and developing talented content makers.
- Experience managing and motivating volunteers.
- 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

- An understanding of the community broadcasting sector and/or the broader youth, media or arts sectors.
- Lived experience as a young disabled person or experience working with young people in the disability sector.

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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 document to SYN's Community Manager, Laura Green, at laura.green@syn.org.au, with the subject line "Raise the Platform Application September 2023". Applications close at 5pm on Wednesday, September 13.

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 Laura at laura.green@syn.org.au or call 03 9034 1962.