

SYN Media

Position description



POSITION TITLE	General Manager	TERMS OF EMPLOYMENT	Full-time ongoing
REPORTS TO	SYN Board	SALARY	\$60,000 – 65,000 to be negotiated, plus statutory superannuation
WORK LOCATION	16 Cardigan St, Carlton VIC 3053	APPLICATION DETAILS	Apply by email to, recruitment@syn.org.au addressing selection criteria (SEE PAGE 4)
CLOSING DATE	11:59 pm, May 13 2018		
NOTE	SYN has an exemption from the Victorian Civil and Administrative Tribunal to allow discrimination on the basis of age (exemption no. A98/2012). SYN has a preference for candidates under 26 years of age. (NB. Candidates over 26 are still encouraged to apply.)		
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 that provide broadcasting and training opportunities for young Australians. SYN informs, empowers and entertains young people by providing facilities and training that allows them to gain access and practical industry experience in all facets of the media, as detailed in the organisation's [2016-18 Strategic Plan](#). Outside of its staff, SYN relies on the strength of its volunteer base to maintain its extensive operations. All volunteers are under the age of 26. SYN's current operations include:

SYN Radio: 90.7 (FM) and SYN Nation (digital)

SYN operates a full-time community broadcasting license and can be heard throughout Melbourne, Geelong and in parts of regional Victoria. Both stations stream live from our website. SYN's radio content is as diverse as its volunteers, and is rotated five times a year. SYN's radio audience is approximately 80,000 listeners a week.

Media Learning

SYN Media Learning provides media education experiences for young Australians and those who work with young Australians. Media Learning is SYN's core social enterprise, offering media training to young people through hands-on radio and new media workshops.

SYN Television

SYN is currently responsible for producing five hours of youth television each week for Channel 31 Melbourne, with more on the way. SYN's flagship TV show, *1700*, airs 5pm weeknights on C31.

Production Services

SYN Production Services provides organisations with fee-for-service screen and sound productions that draw on, expand and recognise the talent of SYN's young media-makers.

SYN Online

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

2. JOB SPECIFICATION

PRIMARY FOCUS

The SYN General Manager is responsible for developing and implementing the strategic plan in partnership with the Board and Membership, and overseeing day-to-day operations. The General Manager manages staff and oversees the continuous development of the organisation.

KEY RESPONSIBILITIES

Leadership and organisational development

- Provide leadership and promote teamwork, collaboration and responsibility by fostering the performance of staff;
- Develop and implement the strategic, business and marketing plans in consultation with staff, volunteers and the Board;
- Establish and nurture positive working relationships with funding bodies, partners, major sponsors and other organisations;
- Develop successful submissions, tenders, and partnerships in collaboration with other staff members to deliver projects in line with organisational objectives;
- Maintain and develop the profile of the organisation in the community;
- Represent SYN in public forums; and
- Drive SYN's day-to-day operations, as directed by the Board.

Operations

- Develop and oversee SYN's financial management systems, including budget development and management processes, in conjunction with the Board;
- Manage paid and volunteer staffing resources, including recruitment, professional development and performance reviews;
- Oversee fundraising initiatives, including sponsorship, donations and social enterprise activities;
- Meet statutory and regulatory requirements in regard to corporate, financial, legal and broadcast areas; and
- Provide a supportive working environment for people of all ages, skills, abilities and social and cultural backgrounds.

RESPONSIBILITIES shared with all SYN staff

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

The nature of the industry and this position means that some after-hours and weekend work will be required. Some regional and interstate travel will also be required. Time in lieu is available for work out of regular hours.

3. PERSON SPECIFICATION

PERSONAL ATTRIBUTES

You are courageous and not afraid to take risks. You are thorough and intuitive, great at collaborating and at bringing out the best in others. You are passionate about youth participation and the potential for young people to reach an audience through media making.

KEY SELECTION CRITERIA

Skills, Knowledge, Qualities, Experience

Required

- Strategy: experience providing vision and leadership;
- Operations: experience managing organisational procedures and records, culture, workplace safety, office space and equipment;
- Finance: experience in managing and reporting organisational finances, and revenue generation through social enterprise;
- Human Resources: experience recruiting, managing and reviewing performance of staff and volunteers; and
- Relationships and Stakeholder Management: experience effectively communicating with internal and external groups, including key organisational partners.

Desirable

- Experience working effectively with volunteers, especially young volunteers;
- A working knowledge and understanding of broadcast regulation and the changing nature of the media in Australia;
- An understanding of the community broadcasting sector and/or the broader youth, media or arts sectors; and
- Experience in reporting to a not-for-profit board.

Please note, the successful applicant will be required to obtain a Working with Children Check.

4. APPLICATION PROCESS

Your application **must include**:

1. A brief covering letter including a vision statement for SYN (1 page)
2. Statement of your experience against each of the selection criteria (please use template below)
3. CV including two referees with contact details (maximum 3 pages)

Your application must be saved as one file (Word or PDF) with your full name as the file name.

Apply by email: recruitment@syn.org.au. Applications close at **11:59 pm, Sunday May 13**.

All applicants will be notified on May 16 of whether or not they will be required for an interview. Please note that interviews for the position will take place between May 21 and June 1.

Interviews will be conducted by a selection committee comprised of SYN board members and external individuals, and the successful applicant will be expected to commence as soon as possible.

For more information on this position, email gm@syn.org.au or call 03 9639 2862.

Key selection criteria	Statement of experience (no more than 200 words per criteria)
Strategy: experience providing vision and leadership	
Operations: experience managing organisational procedures and records, culture, workplace safety, office space and equipment	
Finance: experience in managing and reporting organisational finances, and revenue generation through social enterprise	
Human Resources: experience recruiting, managing and reviewing performance of staff and volunteers	
Relationships and Stakeholder Management: experience effectively communicating with internal and external groups, including key organisational partners	