

## Position description

<b>POSITION TITLE</b>	Radio Tour and Workshop Facilitator	<b>TERMS OF EMPLOYMENT</b>	Casual ongoing
<b>REPORTS TO</b>	Education and Training Manager	<b>SALARY</b>	\$20.83 per hour
<b>WORK LOCATION</b>	House of SYN, 16 Cardigan St, Carlton VIC	<b>APPLICATION DETAILS</b>	Apply by email to Campbell McNolty, training@syn.org.au addressing selection criteria (SEE PAGE 3).
<b>CLOSING DATE</b>	11:59pm Monday 20 <sup>th</sup> March		

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.

This position complies with the National Employment Standards that arise under the Fair Work Act 2009. SYN is committed to promoting and protecting at all times the best interests of children involved in its activities. SYN has a Child Safety Policy and Code of Conduct.

SYN values access and equity, applications are strongly encouraged from Indigenous Australians, people from a range of cultural and linguistic backgrounds and people with disabilities.

### ABOUT SYN

SYN is a media organisation run by a community of young people that provide broadcasting and training opportunities for young Australians. 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 Media is based in inner Melbourne and holds a full-time community radio broadcasting license.

#### 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 business, offering media training to young people in Melbourne through hands-on radio and new media workshops. Each year SYN works with more than 100 secondary schools and other groups to offer training through innovative peer-to-peer programs. SYN radio has an extensive schools program with over 20 schools presenting live-to-air radio programs each week.

### Radio Tour and Workshop Facilitator

SYN's workshops and tours provide experiences for schools and community groups to try media skills across radio, screen and digital media. The Radio Tour and Workshop Facilitators work within the SYN Media Learning team and are responsible for conducting SYN's Radio Tour and Workshop programs for schools and community groups. Our facilitators work directly with students and community groups, introducing them to SYN and teaching them how to create radio.

To be considered for this role you must have a solid knowledge and understanding of SYN's spaces, equipment, core values and SYN programs. We are looking for candidates who are enthusiastic, engaging, confident, reliable, resourceful and have great interpersonal skills, particularly when it comes to working with young people from various backgrounds.

## KEY RESPONSIBILITIES

- To deliver Radio Tours and Workshops as directed by SYN Media Learning staff.
- To provide a supportive and high quality learning environment for all participants.
- To communicate clearly and promptly with the Education and Training Manager and Schools on Air Producer.
- To know and understand the activities of SYN Media Learning and maintain awareness of SYN organizational structures and procedures.
- To be punctual and professional in your activities as a trainer.
- To attend specified SYN Media Learning meetings.
- To be an ambassador for SYN – be enthusiastic, positive and inclusive and to encourage involvement in SYN

## RESPONSIBILITIES shared with all SYN staff

- Understand and 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
- Work cooperatively with staff and volunteers to achieve the organisation's objectives

## WORK CONDITIONS

SYN tours and workshops are delivered on a casual basis by our team of up to ten facilitators. Shifts are assigned according to our demand and facilitators individual availability. The availability of work fluctuates throughout the year with school holidays being a particularly quiet time. The majority of shifts are assigned weeks in advance with occasional last minute work requests.

The majority of work in this position is between 9am-5pm weekdays and on a casual basis. This is ideal for someone with a flexible working schedule who has at least 2 week days available to work per week.

## KEY SELECTION CRITERIA

### Essential

- Strong interpersonal and communication skills
- Solid understanding and knowledge of radio production (6 months minimum)
- Strong understanding of broadcast and media law and the requirements of a community broadcasting license
- Strong time management skills
- Excellent problem solving abilities
- Experience leading young people of diverse backgrounds and abilities
- Working with children check or ability to attain one

### Desirable

- Media teaching/instructional experience
- Video and other media making experience

## HOW TO APPLY

Your application **must include**:

- 1) A **brief** covering letter (1 page or less)
- 2) Statement of your experience against each of the selection criteria (please use the 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: [training@syn.org.au](mailto:training@syn.org.au). Applications close at 11:59pm on Monday 20<sup>th</sup> March. Interviews will take place on Thursday 23<sup>rd</sup> March. If you are not available on the 23<sup>rd</sup> of March please indicate as such in your cover letter so that we can accommodate you.

For more information on this position email [training@syn.org.au](mailto:training@syn.org.au) or call 03 9925 4693.

Key selection criteria	Statement of relevant experience (no more than 200 words per criteria)
Strong interpersonal and communication skills	
Solid understanding and knowledge of radio production (6 months minimum)	
Strong understanding of broadcast and media law and the requirements of a community broadcasting license	
Strong time management skills	
Excellent problem solving abilities	
Experience with young people of diverse backgrounds and abilities	
Working with children check or ability to attain one	