



# SYN

## SYN Media Position description

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<b>POSITION TITLE</b>	Internal Training Coordinator	<b>TERMS OF EMPLOYMENT</b>	Part time two-year, renewable contract (16 hours per week)
<b>REPORTS TO</b>	Education and Training Manager	<b>SALARY</b>	\$40,000 pro rata plus statutory superannuation
<b>WORK LOCATION</b>	16 Cardigan St, Carlton VIC 3053	<b>APPLICATION DETAILS</b>	Apply by email to Campbell McNolty, <a href="mailto:training@syn.org.au">training@syn.org.au</a> , addressing key selection criteria (SEE PAGE 3).
<b>CLOSING DATE</b>	Sunday 13 <sup>th</sup> of August		
<b>NOTE</b>	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.)		
<b>CHILD SAFE POLICY</b>	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

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SYN is a media organisation run by a community of young people that provides 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 on FM and DAB+. Both stations stream live from our website. SYN's radio content is as diverse as its volunteers, and rotates five times a year. SYN's Radio Department is run entirely by young volunteers. SYN's radio audience is approximately 70,000 listeners a week.

#### **SYN TV and Screen**

SYN's TV and Screen Department is entirely run by young volunteers and currently produces three hours of live youth television each week and a range of online video content. Up to 15,600 people watch SYN's flagship TV production, *1700*, each weeknight on Channel 31 Melbourne and Geelong.

#### **SYN Online**

SYN manages [syn.org.au](http://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's two radio stations, podcasts, videos and blogs.

#### **Media Learning**

SYN Media Learning provides media education experiences for young Australians and those who work with young Australians. Media Learning is SYN's largest social enterprise, 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 to approximately 5000 young people per year.

#### **Production Services**

SYN Production Services is a social enterprise providing organisations with fee-for-service screen and sound productions that draw on, expand and recognise the talent of SYN's young media-makers, who have the opportunity to complete paid work in the media industry as Production Service Contractors.

## 2. JOB SPECIFICATION

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### PRIMARY FOCUS

The Internal Training Coordinator delivers The SYN Induction class, introducing hundreds of new SYN volunteers every year to our vibrant community. The role combines course related admin and managing enrolments with hands on delivery of media training. The ITC also takes responsibility for promoting The SYN Induction to potential new volunteers and supporting past students to thrive and flourish at SYN.

### KEY RESPONSIBILITIES

- To manage enrolments of SYN's media training courses
- To deliver SYN's media training courses to volunteers to a high standard
- To communicate with, and respond to, the Education and Training Manager on a regular basis.
- To support the Education and Training Manager in developing and updating course materials and curriculum
- To assist the Education and Training Manager in the promotion and marketing of SYN's internal training programs
- To know and understand the activities of SYN Media Learning and where they fit in the scheme of SYN's operations.
- To attend specified Education & Training Department meetings.
- To maintain an awareness of SYN's organizational structures and procedures.
- To be an ambassador for SYN – be enthusiastic, positive and inclusive and to encourage involvement in SYN.

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

## 3. PERSON SPECIFICATION

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### PERSONAL ATTRIBUTES

You are passionate about media, enjoy working with young people and love to see them succeed. As a teacher you are inclusive, engaging and energetic. You take initiative, work well under pressure and can work unsupervised and in a team environment. You pay close attention to detail and exemplify the SYN values in your work.

### KEY SELECTION CRITERIA

Skills, Knowledge, Qualities, Experience

Required:

- A sound knowledge of - and passion for - SYN's community;
- Excellent interpersonal communication skills;
- At least 6 months experience in media production in audio and/or video mediums;
- Strong time management;
- Demonstrated initiative, independence and problem solving abilities;
- A working with children check or ability to attain one;
  
- The ability to write in a clear, engaging style;
- Previous experience in teaching or coaching young people;
- Experience in marketing and promotions;

#### 4. APPLICATION PROCESS

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**IMPORTANT:** SYN Media Learning is currently recruiting for two different roles: the **Internal Training Coordinator** and the **Tour and Workshop Facilitator**. Any candidate may apply for either or both positions with one application. Please read both position descriptions and indicate clearly in your cover letter which role or roles you wish to be considered for.

Position descriptions for both jobs can be found here: <http://syn.org.au/jobs-syn/>

Applicants for the Internal Training Coordinator or for both positions must respond to the selection criteria below. Applicants for Tour and Workshop Facilitator **only** may respond to a shorter set of criteria listed on the position description for that role.

Your application **must include:**

- 1) A brief covering letter that clearly indicates the role or roles that you are applying for;
- 2) Statement of your experience against each of the selection criteria (max. 150 words per criteria, please use template provided 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 via email to [training@syn.org.au](mailto:training@syn.org.au). Applications close at 5pm, August 13, 2017.

For more information on this position, email [training@syn.org.au](mailto:training@syn.org.au) or call 03 9925 4747.

Key selection criteria	Statement of experience (no more than 150 words per criteria)
A sound knowledge of - and passion for - SYN's community	
Excellent interpersonal communication skills	
At least 6 months experience in media production in audio and/or video mediums	
Strong time management	
Demonstrated initiative, independence and problem solving abilities	
A working with children check or ability to attain one	
The ability to write in a clear, engaging style	
Previous experience in teaching or coaching young people	
Experience in marketing and promotions	