



Position Title:	Manager, Stella Schools Program
Reports to:	Executive Director
Salary:	Commensurate with experience and sector expectations. Additional 9.5% superannuation.
Conditions:	Envisaged as a full-time role, although options for working a 4-day week may be negotiated with the right applicant.

The Stella Prize is Australia's pre-eminent literary award for women. A small, not-for-profit organisation based in Melbourne, Stella celebrates, supports and advocates for Australian women writers through:

- The Stella Prize, which annually celebrates, promotes and demonstrates the excellence of Australian women writers
- The Stella Count, which maps the barriers still faced by Australian women writers
- Stella Schools, a suite of initiatives where teens learn to think critically about language, power and gender.

We're looking for an enthusiastic self-starter who can work independently to build on the current successes of the Stella Schools Program and lead it through the next stage of development.

The Stella Schools Program

The goals of the Stella Schools program are to:

- Build meaningful relationships with the education sector, teens and Australian women and non-binary writers.
- Empower teenage readers to think critically about language, power and gender.
- Celebrate and value the works of diverse Australian women and non-binary writers.
- Inspire teenagers to find their creative voice, and equip them with the skills and the confidence to use it.
- Provide teachers with ideas, resources and tools to complement and extend their existing teaching practices.
- Introduce passionate teenage readers, writers and creators to an inclusive, and welcoming, community of other writers and readers.
- Advocate for the inclusion and teaching of books by Australian women writers in our schools.

A Positive and Unique Experience

Gender stereotypes limit us all. It is important for all young people to read and study a wide range of stories, both to see their own lives reflected and also to grow empathy and understanding towards the lives and experiences of others.

For many of the students who have participated in Stella programs, it is the first time they have felt their voice matters.

Our activities and programs are a positive educational experience for participants, building self-esteem, contributing to confidence in self-expression and encouraging teens to see a world where they contribute equally to the stories of our time.

The Stella Schools Program creates a respectful learning environment where teenagers can begin to navigate some of the concerns and issues they face, and equips them with the confidence and language they need to express their ideas through writing.

We employ a range of women and non-binary writers to facilitate conversations and workshops around many of the social and gender complexities that young people are most concerned about, in an interactive and supportive way. The writers are powerful role models who demonstrate the confidence, skill and determination that we hope to instil in young people.

Participants are also encouraged to submit their creative writing for publication on Stella's online zine, Talking Back, and become part of a community of young people sharing and exploring the power of storytelling.

The Stella Schools Program currently consists of several separate, but related activities.

- Girls Write Up is an all-day festival for teens (of all genders) that teaches empowerment through writing and sharing stories. Girls Write Up's innovative program of talks, interactive panels and practical workshops explores the relationships between language, gender and power. It elevates voices and stories that have historically been devalued or marginalised, and gives participants the opportunity to discover their own creative voice, equipping them with the skills and the confidence to use it. In 2018 we ran seven Girls Write Up festivals, in four states.
- Stella Schools Incursions spark ideas, stimulate creativity and build self-confidence. Ranging from a half-day to five-day intensives, our writers work closely with students to demonstrate how creative work can be used to inspire social change. Participants are equipped with the skills and confidence to begin important conversations in their school communities about the power of language. In 2018 Stella coordinated around 30 incursions, ranging from half-day to week-long activities.
- Resources are currently available via Stella's website. We provide an online space for teens to share stories, guidelines for teachers and teens, and access to a small number of podcasts and videos.

About the Role

The Stella Schools Manager is responsible for all aspects of delivering, administering and growing the Stella Schools Program.

The Stella team is small, friendly and passionate about literature. The Schools Manager will work in consultation with the Executive Director, and alongside: the Prize Manager; the Marketing & Communications Manager; and other Stella employees, contract staff and interns.

The successful candidate will:

- Develop the annual Stella Schools Program plan, including content, timeline, tasks and budget (noting that the 2019 plan exists and is currently being implemented).
- Expand the scope and reach of the Schools Program, supporting new partnerships and linkages with schools and extending existing school and stakeholder relationships.
- Program and direct Girls Write Up single-day festivals, including:
 - Source and secure venues and artists
 - Plan an engaging program that will appeal to teens and make best use of the speakers' skills
 - Liaise with Stella's Marketing & Communications Manager to develop and implement a promotion strategy for each event.
 - Respond to enquiries
 - Administer and process ticket sales, invoices, payments and receipts
 - Liaise with schools and community groups to create networks to promote and support the event, and sell tickets to participants
 - Work with external organisations to distribute subsidised tickets
 - Event staging, set up and pack up.
 - Facilitate and direct the event on the day, including acting as MC if and as required
 - Review, evaluate and report on each Girls Write Up event.
- Match writers with schools for in-school activities, including:
 - Plan an engaging program that will appeal to students and make best use of the speakers' skills
 - Source interested schools and secure venues and artists
 - Respond to enquiries
 - Administer and process invoices, payments and receipts
 - Liaise with schools and community groups to create networks to promote and support the event
 - Event staging, set up and pack up.
 - Facilitate and direct the event on the day, including acting as MC if and as required
 - Review, evaluate and report on in-school activities.

- Build on existing Stella resources, and liaise with relevant stakeholders, develop additional resources for participants and teachers, which are linked to positive outcomes for teenagers.
- Effectively and efficiently administer program budgets, files, marketing collateral, and databases, ensuring all records are accurate and up to date, and provide regular budget tracking and updates to the Executive Director.
- In consultation with the Executive Director, evaluate and review all aspects of the Stella Schools Program to determine whether and how the activities are meeting the stated goals and objectives. On the basis of the evaluation data and evidence, identify future needs and directions for the program.
- In consultation with the Executive Director, contribute to Stella's fundraising activities as they relate to the Schools Program (including donor, sponsor and grant identification, writing grant and sponsorship proposals, acquitting grants, and donor and sponsor stewardship).
- Other duties as required.

The Stella office is located in Melbourne's CBD. Some travel is required of the Schools Manager, to regional centres and interstate capital cities. The Schools Manager will also be expected to pitch in and help during periods of peak workloads associated with The Stella Prize. Attendance (and assistance) at several events held outside normal business hours is also expected. In return, Stella offers workplace flexibility and the opportunity to make a genuine difference.

Success in the role will be measured by evidence of:

- The Schools Program being delivered efficiently and effectively including delivering on agreed outputs and the goals and objectives of the program
- Progress towards expanding the scope and reach of the Schools Program
- Positive and collaborative relationships between the Schools Manager and all Stella staff, Board members and stakeholders.

Selection Criteria

- Relevant background in education and/or program delivery.
- Demonstrated understanding of and links to the secondary school sector.
- Extremely well-organised, and with strong administrative and project management experience.
- Outstanding written, verbal and interpersonal communication skills.
- Demonstrated event management skills.
- Excellent time management skills and proven ability to meet deadlines, with the ability to prioritise workload and seek clarification and assistance when necessary.

