

## RipplesProgram Coordinator Role Description

RipplesProgram is the kids and schools program of Words on the Waves Writers Festival. The aim of Words on the Waves Writers Festival RipplesProgram is to foster literacy in the next generation of writers and readers on the Central Coast, by introducing a Secondary Schools Program, further developing the Primary Schools Program and Family Fun Day and running year-round capacity-building workshops. This role is funded by Create NSW.

FTE: 0.2 - 0.4 (will vary according to project requirements)

Dates: September 2022 – November 2023

Reports to: Festival Director

### Tasks:

- Develop and deliver series of incursions for Central Coast primary and secondary schools, in keeping with RipplesProgram aims and targets
- Develop and deliver Family Fun Day event during Words on the Waves Writers Festival, in keeping with RipplesProgram aims and targets
- Develop and deliver Primary and Secondary Schools Program during Words on the Waves Writers Festival, in keeping with RipplesProgram aims and targets
- Facilitate accessibility to program for disadvantaged and marginalised groups and individuals
- Gather and compile data and ensure ongoing program engagement through feedback forms, student submissions, exit interviews, media reporting, and other methods
- Foster and maintain strategic relationships with key stakeholders: schools, education bodies, partners, publishers, authors, book shop and community groups
- Secure necessary marketing materials for all RipplesProgram promotion
- Ensure budgetary and grant milestones are met and acquitted
- Support Words on the Waves Writers Festival where required

### Essential Criteria:

- Working with Children Check
- Driver's licence which must remain valid for the duration of employment.
- Diploma in a relevant field such as Social Services, Community Services, Education or similar is desirable
- Must be Central Coast-based

### Skills:

- Experience delivering events and/or educational programs, with strong project management skills

- Highly developed communication skills with the ability to develop and maintain successful working relationships with a wide range of stakeholders, including children, youth and members of the education sector
- Demonstrated understanding of education in a variety of social cultures with a sound knowledge of school curricula across key learning areas and an understanding of the school system
- A knowledge of and passion for literacy and the Australian book industry
- Creative and works well as part of a team, understanding the pressures of a not-for-profit environment