



## **ASEAN-Australia Strategic Youth Partnership**

### **Australia Editor**

We are seeking a passionate individual to join our Operations team as our Australia Editor.

#### **About the role:**

The ASEAN-Australia Strategic Youth Partnership (AASYP) is a charitable Australian Company Limited by Guarantee. AASYP is reshaping diplomacy by elevating young people to become leaders in the ASEAN-Australia relationship. We strive to do this by equipping young people with the essential knowledge, skills and platform to engage with pressing regional problems.

One of the core ways that AASYP encourages youth participation in the ASEAN-Australia relationship is through the blog. The blog gives young Southeast Asians and Australians the platform to share their perspectives on regional issues that affect the relationship. AASYP hopes that this platform breeds more youth involvement in ASEAN-Australia discourse.

The Australia Editor will be responsible for soliciting articles from Australian-based authors for the blog. Working with a team of sub-editors, the Australia Editor will be required to identify young writers, encourage them to write pieces about the ASEAN-Australia relationship, and then upload these pieces to the blog. We also encourage the Australia Editor to occasionally write for the blog.

Our ideal Australia Editor would have strong people skills to manage a team of sub-editors and have a strong network in Australia. To meet publication performance indicators, the Australia Editor should be able to meet deadlines and design strategies to ensure a specified number of articles are published each month. We are also interested in finding an Australia Editor with a diverse network to ensure authors come from diverse backgrounds.

All roles at AASYP are currently on a volunteer basis.

#### **Qualities of our desired candidate**

- Outstanding verbal and written communication skills.
- Ability to think and plan strategically.
- Excellent leadership, people management and interpersonal skills.
- Well-established network and ability to liaise with a range of high-level stakeholders.
- Ability to devise timelines, prioritise different tasks and meet deadlines.
- Ability to communicate feedback constructively.
- Passion for advancing the ASEAN-Australia broader relationship.



- Eagerness to foster diversity in the workplace and is willing to learn and develop at a personal and professional level.
- Proficient in written and spoken English.

### **Key responsibilities of the Australia Editor**

- Ensure the delivery of high-quality, well-edited articles from Australia-based authors.
- Work with sub-editors to solicit a specified number of articles each month.
- Assist sub-editors with proofing and editing articles.
- Assist sub-editors in managing their workload.
- Implement strategies to ensure blog submissions are written by a diverse cross-section of authors in Australia about a range of different subjects.
- Maintain relationships with authors to ensure goodwill with AASYP.
- Occasionally write articles about the ASEAN-Australia relationship.

### **Reports to:**

- Publications Manager

### **Commitment:**

- March 2020 until January 2021.
- Expected workload of 6 hours per week.
- Monthly submission of progress report to Publications Manager.

### **Application instructions**

To apply for this role, please submit the following to [apply@aasyp.org](mailto:apply@aasyp.org) addressed to our Chief Operating Officer Cameron Allan.

- CV (no more than 2 pages).
- One-page cover letter explaining why you would want to volunteer for AASYP, why you are interested in the role, what you can bring to AASYP, and how your skills, knowledge, experience and qualifications are applicable to the role.
- An example of your writing attached as a PDF. The piece should be less than 800 words.

*Any enquiries relating to the position may be emailed directly to [cameron.allan@aasyp.org](mailto:cameron.allan@aasyp.org).*

*If this position interests you, then apply before 12.00 WIB **15 March 2020**.*