



ASEAN-Australia Strategic Youth Partnership

Canberra Hub Manager

We are seeking a passionate individual to join our Operations team as the Canberra Hub Manager.

About the role:

In 2019, AASYP piloted its first Hub in Perth. Over the year, the Hub successfully delivered a program of events and raised awareness about the ASEAN-Australia relationship.

In 2020, AASYP will be expanding its Hub network throughout Australia and Southeast Asia. Working closely with the Chief Operations Officer, the Canberra Hub Manager will be establishing AASYP's presence in Canberra.

The Canberra Hub Manager will be a very dynamic role. The Hub Manager will have the freedom to design a program of events in Canberra which explore the ASEAN-Australia relationship. The Hub Manager will also be deeply involved with establishing relationship between AASYP and potential partners.

Our ideal Canberra Hub Manager is someone with a vision. Building a Hub from scratch is not easy, so our ideal Manager should have some ideas on how they want to establish AASYP in Canberra. Further, the Hub Manager should feel confident leading a team of volunteers and managing partnerships with key stakeholders.

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 Canberra Hub Manager

- Develop a strategic plan for the Canberra Hub in 2020 in conjunction with the COO.
- Create and maintain relationships with a range of high-level stakeholders in Canberra.



- Oversee the planning, organisation and successful delivery of a range of events and projects in Canberra.
- Work with the Chief Financial Officer to manage the Hub budget and develop new institutional partnerships.
- Work with the Chief Marketing Officer to design and implement the Hub's communications strategy.
- Engage hub volunteers to develop ideas for prospective events and contribute to the organisation and delivery of events.
- Manage a team of volunteers, including through convening and chairing regular team meetings.
- Provide personal and professional development opportunities to volunteers.
- Represent AASYP in Canberra.

Report to:

- Chief Operations Officer

Commitment:

- March 2020 until January 2021.
- Expected workload of 10 hours per week, with workload to increase closer to the Forum.
- Monthly submission of progress report to Chief Operations Officer.

For all enquiries contact Cameron Allan at cameron.allan@aasyp.org

Application instructions

To apply for this role, please submit the following to apply@aasyp.org.

- 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.
- A 300 word pitch of an event you would like to develop and implement as the inaugural Canberra Hub Manager in 2020. You may like to construct the pitch in a table format.

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