



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

### **Delegates and Welfare Officer**

We are seeking passionate individuals to join our Operations team as Delegates and Welfare Officers of the ASEAN Australia Young Leaders Forum.

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

The inaugural ASEAN Australia Young Leaders Forum 2019 (AAYLF) brought together 41 young Australians and Southeast Asians in Jakarta to build the ASEAN-Australia partnership.

Over four days, delegates developed a deeper knowledge of the ASEAN-Australia relationship, fostered stronger intercultural leadership skills, built a regional network of like-minded young people and designed projects to improve ASEAN-Australia relations.

AAYLF 2020 will be even bigger!

Delegate and Welfare Officers will work within the Delegate and Welfare team to oversee delegate experience at the Forum. This involves working with the Delegate and Welfare Lead to conduct delegate recruitment and selection and managing delegate communications before the Forum. To be successful in the role, Officers should have strong administrative skills and an ability to communicate effectively across different cultures.

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 Delegates and Welfare Officers**

- Work with the Delegate and Welfare Lead to execute the Forum delegate recruitment strategy
- Administer the delegate selection process



- Manage communications with delegates through official AAYLF communications channels
- Working with the Delegate and Welfare Lead to ensure the Forum program prioritises delegate safety and wellbeing

**Report to:**

- Delegates and Welfare Lead

**Commitment:**

- March 2020 until January 2021.
- Expected workload of 5 hours per week, with workload to increase closer to the Forum.
- Attendance at the Forum is optional. Please note that costs to attend the Forum will not be provided for Delegates and Welfare Officers.

*For all enquiries contact Cameron Allan at [cameron.allan@aasyp.org](mailto:cameron.allan@aasyp.org)*

**Application instructions**

To apply for this role, please submit the following to [apply@aasyp.org](mailto:apply@aasyp.org).

- CV (no more than 2 pages).
- One-page cover letter explaining why 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.

*If this position interests you, then apply before 12.00 WIB **29 March 2020**.*