



ASEAN-Australia Strategic Youth Partnership

Forum Manager

We are seeking a passionate individual to join our Operations team as the Manager 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!

Our ideal Manager is someone with a unique vision for the Forum, has experience managing large teams and is highly organised. The Forum Manager will require demonstrated experience managing large budgets, designing conference content, organising logistics and developing communications strategies.

The Forum Manager will directly manage three Forum Leads: the Logistics Lead, the Content Lead and the Delegates Lead. The Forum Manager will also work closely with AASYP's Chief Financial Officer to manage budgeting and Chief Marketing Officer to manage communications.

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 Forum Manager

- Oversee the planning, organisation and successful delivery of the AAYLF.



- Create and maintain relationships with a range of Forum partners, speakers and stakeholder.
- Manage a team of volunteers, including through convening and chairing regular team meetings.
- Provide personal and professional development opportunities to team members.
- Work with the Chief Financial Officer to manage the Forum budget, develop new institutional partnerships and attract funding.
- Work with the Chief Marketing Officer to design and implement the Forum's communications strategy.
- Work with the Forum Logistics Lead to ensure smooth logistics at the Forum.
- Work with the Forum Content Lead to ensure the successful delivery of a comprehensive and informed Forum schedule of activities.
- Work with the Forum Delegates Lead to oversee delegate recruitment and welfare.
- Work with the Chief Operations Officer to recruit and induct the Forum team.
- Represent AASYP as AAYLF's primary representative.

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@asyp.org

Application instructions

To apply for this role, please submit the following to apply@asyp.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.
- A completed Forum Director supplementary task (available on the 'Join Our Team' page).

*If this position interests you, then apply before 12.00 WIB **8 March 2020**.*