



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

### **Logistics Lead**

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

The Logistics Lead will be responsible for managing the various logistical elements of the Forum. Our ideal Logistics Lead is someone who is highly organised, has an attention to detail and has experience managing complex events. As the key contact person for various vendors during the Forum, the Logistics Lead should be comfortable working in high-pressure environments.

The Logistics Lead will manage a team of Logistics Officers to ensure the successful execution of the Logistics portfolio.

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 Logistics Lead**

- Manage transport.
- Manage food and beverages.



- Manage Forum venue and accommodation.
- Manage all logistical aspects of Forum events, including venue set-up, resourcing, printing and gifts.
- Manage health and safety for the Forum, including risk management for all Forum events.
- Work with the Content Lead to provide airport pick-ups and accommodation to Forum stakeholders.
- Work with the Chief Financial Officer to monitor logistical costs, including insurance costs.
- Work with the Chief Marketing Officer to manage Forum merchandise, photography and videography.
- Manage a small team of Logistics Officers, including through convening and chairing regular team meetings.
- Provide personal and professional development opportunities to team members.

**Report to:**

- Forum Director

**Commitment:**

- March 2020 until January 2021.
- Expected workload of 8 hours per week, with workload to increase closer to the Forum.
- Must be available to attend the Forum. Costs associated with attendance will be funded by AASYP.

*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 **15 March 2020**.*