



ASEAN-Australia Strategic Youth Partnership

Publications Manager

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

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.

The Publications Manager will oversee AASYP's blog and newsletter. The blog and newsletter are key to the success to AASYP as avenues for injecting youth perspectives into ASEAN-Australia discourse. These platforms exclusively feature the voices of young people from Australia and Southeast Asia on issues that affect the region and the relationship.

Our ideal Publications Manager is someone with a vision for AASYP's publications platforms. They should be someone with deep knowledge about the key issues affecting ASEAN and Australia to ensure the blog's content reflects the full spectrum of political-security, socio-cultural and economic trends in the region. They should also have exceptional people skills and an ability to motivate a diverse team.

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 Publications Manager

- Ensure the delivery of high-quality, well-edited articles to AASYPs members and the public.



- Oversee the management of the Publications Team, consisting of the Newsletter Editor(s), the Australian Editor(s) and ASEAN Editor(s).
- Ensure the Newsletter is delivered in a timely and well laid out matter.
- Manage publications engagement data and develop strategies to increase engagement and reach.
- Provide training opportunities to publications team to create a culture of continuous improvement and professional development.
- Brainstorm and strategize about innovative ways to deliver publications to AASYP's audience.

Report to:

- Chief Operations Officer

Commitment:

- March 2020 until January 2021.
- Expected workload of 8 hours per week.
- 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 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.

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