



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

### **Project Officer - Modern Slavery, Human Trafficking and Forced Labour Project**

We are seeking passionate individuals to join our Operations team as a Project Officer for our Modern Slavery, Human Trafficking and Forced Labour Project.

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

In the wake of COVID-19, rates of Modern Slavery, Human Trafficking and Forced Labour are set to significantly increase across our region. In response, AASYP will be running an online program which brings together young people interested in the issue.

This Project will bring together young professionals, businesspeople, faith leaders, early-career researchers and social changemakers across ASEAN and Australia to understand modern slavery, human trafficking and forced labour. The aim of the program is to create an energised, capable, and dynamic network of young people who can work together to address these issues.

Project Officers will work within the Project team to ensure the successful delivery of the program. Officers can expect to design and deliver various program elements, including webinars, workshops, masterclasses, and social networking events. Project Officers will also be involved in engaging with partners and stakeholders to ensure a successful project is delivered. To ensure that they can deliver on their responsibilities, Project Officers should have a strong understanding of issues of Modern Slavery, Human Trafficking and Forced Labour as well as an understanding of ASEAN-Australia relations.

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, project 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 Project Officers**

- Work with the Project Manager and Project Officers to plan and develop the program
- Work with the Project Manager to organise and deliver parts of the project's schedule, including skill workshops and masterclasses
- Manage communications with stakeholders involved in the program

### **Report to:**

- Project Manager

### **Commitment:**

- June 2020 until July 2021.
- Expected workload of 6 hours per week, with workload to increase closer to the program launch.

*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 [directors@aasyp.org](mailto:directors@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.

Applications close Sunday 5th July.