



PERTH HUB LOGISTICS LEAD

The Perth Hub Logistics Lead is primarily responsible for managing the various logistical elements of the Indo-Pacific Future Leaders Programme (IPFLP) Retreat. Our ideal Logistics Lead is someone who is highly organised, has good attention to detail and has experience managing complex events. As the key contact person for various vendors during the Retreat, the Logistics Lead should be comfortable working in high-pressure environments.

The IPFLP Retreat will bring together 40 delegates from around Western Australia over 2 days on Saturday 21 and Sunday 22 November. The Retreat will involve delegates working on team policy proposals, pitch presentations, a simulation exercise and the IPFLP Reception held at the US Consulate.

Aside from the Indo-Pacific Future Leaders Programme, the AASYP Perth Hub also organises various in-person social and professional events, which our Logistics Lead will also be involved in facilitating.

Responsibilities:

- Manage Retreat venue.
- Manage all logistical aspects of Retreat events, including venue set-up, resourcing, food and beverages, printing and gifts
- Manage health and safety for the Retreat, including risk management for all Retreat events.
- Work with the Chief Financial Officer to monitor logistical costs, including insurance costs.
- Work with the Perth Hub Communications Team to manage Retreat photography and videography.

Requirements:

- Based in Perth and full availability during the Retreat (21-22 November 2020).
- 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.
- 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.
- Strong interest in advancing the ASEAN-Australia relationship

**Reports to:**

- Perth Hub Manager

Commitment:

- September 2020 until January 2021, with the opportunity to extend.
- Expected workload of 4-6 hours per week, with workload to increase closer to the Retreat.
- Full availability during the retreat (21-22 November 2020).

If this position interests you, apply before 30 August 2020. For all enquiries, contact Rachel at racheline.tantular@aasyp.org.

Application instructions

To apply for this role, please submit the following to perth@aasyp.org

- CV (no more than 2 pages).
- One-page cover letter explaining why you 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 30 August.