



ASEAN-Australia Strategic Youth Partnership

Melbourne Hub Project Officer

We are seeking passionate individuals to join our Operations team in the newly formed Melbourne Hub.

About the role:

AASYP bridges connections between young people aged 18-29 years from across ASEAN and Australia. Using our platform we build knowledge, inspire engagement and create connections to give young people a voice on the complex regional issues that need to be solved together

The Project Officer will assist with bringing together passionate young Australians and Southeast Asians to run interesting and innovative events. These events will include online social events, academic events and professional events.

Team members will be highly creative and visionary. We want to create a dynamic team with lots of ideas with people who are not afraid to try new things. This is a new program, so we will need as many fresh ideas as possible.

All roles at AASYP are currently on a volunteer basis.

Key responsibilities of the Project Officer

- Work with the Hub Director, Marketing and AASYP volunteers to deliver social, academic and professional events. These could include skill workshops, masterclasses or language exchanges.
- Shape the Melbourne Hub's strategy and plans - including building our digital assets, brand and community.
- Contacting speakers, sponsors and event partners.

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.

Report to:

- Melbourne Hub Director

Commitment:

- Now until December 2020.
- Expected workload of 3- 4 hours per week

For all enquiries contact Liam McFadzean-Lodge at melbourne@aasyp.org

Application instructions

To apply for this role, please submit the following to melbourne@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 2020