



ASEAN-Australia Strategic Youth Partnership

People and Culture Co-Director

We are seeking two passionate individuals to join our team as People and Culture Co-Directors. At least one of the Co-Directors will be an ASEAN National.

About the role:

The ASEAN-Australia Strategic Youth Partnerships invests in its volunteers. We host regular internal social events, provide opportunities for upskilling and professional development and celebrate each other's wins. We are proud of the culture we foster in our organisation.

The People and Culture Co-Directors - a newly formed position - will work with the AASYP Executive Team to nurture professional development, diversity and inclusion within the organisation. The Co-Directors will support recruitment and induction processes, assist with implementing our internal professional development program and help our team feel connected.

All roles at AASYP are currently on a volunteer basis.

Qualities of our desired candidate

- Extensive experience working with and managing volunteer teams.
- Experience coordinating social events.
- Experience coordinating recruitment and induction processes.
- Strong appreciation of the value and importance of diversity in an organisation.
- Passion for advancing the ASEAN-Australia broader relationship.
- Enthusiastic about learning new skills and engaging with young people.
- Excellent leadership, people management and interpersonal skills.
- Outstanding verbal and written communication skills.
- Ability to think and plan strategically.
- Ability to devise timelines, prioritise different tasks and meet deadlines.
- Ability to communicate feedback constructively.
- Proficient in written and spoken English
- Experience in human resources is highly desirable



Key responsibilities of the People and Culture Co-Directors

- Assist with implementing recruitment processes and inductions for new volunteers
- Organise monthly skill workshops for AASYP volunteers
- Coordinate internal engagement initiatives, including Volunteer of the Month and internal social events
- Work with the Executive to implement policies and strategies which foster and improve team diversity
- Work with team leaders across AASYP to implement feedback processes
- Assist the Executive Team design volunteer retention and succession plans

Report to:

- Chief Executive Officer (CEO)

Commitment:

- October 2020 until December 2021.
- Expected workload of 5 hours per week
- All volunteers are expected to become members of AASYP, more info [here](#).

For all enquiries contact Cameron Allan at cameron.allan@aasyp.org

Application instructions

To apply for this role, please submit your application [here](#).