



ASEAN - Australia Strategic Youth Partnership

Chief Executive Officer

We are seeking two passionate individuals to join our team as our *Chief Executive Officers*.

The CEOs will lead AASYP's executive and broader volunteer team to achieve its strategic objectives, as described in the [Strategic Plan 2022-25](#). The Chief Executive Officers are the visionary behind AASYP's executive team, leading the growth of AASYP in terms of reach and impact across the ASEAN and Australia region. They will lead and oversee the development of AASYP's key programs and partnerships to raise the profile of AASYP and the ASEAN-Australia region among youth and wider stakeholders. They will oversee the successful execution of AASYP's flagship events and programs including the ASEAN-Australia Young Leaders Forum. They will be responsible for creating a powerful and creative team of young people aged 18 to 29 years from across ASEAN and Australia.

Applications close on Sunday 5th February at 11.59pm AEDT

Please note that applications will be assessed on a rolling basis, and AASYP reserves the right to shortlist or close recruitment prior to the application deadline.

About AASYP

The ASEAN-Australia Strategic Youth Partnership (AASYP) empowers young people aged 18-29 years old from across ASEAN and Australia to engage with each other and the most pressing issues of today. We build young people's expertise and engagement with ASEAN-Australia affairs, and provide tangible opportunities for young people to engage in promoting peace and prosperity across the relationship. 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.

About the role

AASYP's Co-CEOs are integral to providing leadership to our volunteer team and are key in ensuring that AASYP is able to achieve its goals and create impact. The Co-Chief Executive Officer is responsible for setting the vision and strategy for AASYP's operations, partnerships, finances and brand, alongside the Executive Officers.

The key responsibilities of the Chief Executive Officer include planning, implementing and managing AASYP's budget, calendar of programs and volunteer team. The Co-CEO will play a leading role in making organisational decisions and setting the strategic vision of AASYP.

This role at AASYP is currently on a volunteer basis.

Qualities of our desired candidate

- Outstanding verbal and written communication skills.
- Ability to think and plan strategically to achieve results.
- Ability to devise timelines, prioritise different tasks, set and meet deadlines.
- Ability to adapt to tight timelines and produce outstanding quality outputs with a high paced turnaround.
- Attentive to detail.
- Excellent leadership, people management and interpersonal skills.
- Well-established network and ability to liaise with a range of high-level stakeholders.
- 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 Chief Executive Officer

1. Organisational leadership

- Plan, implement and manage AASYP program delivery to a diverse audience across ASEAN and Australia
- Ensure volunteers have clear work plans and Key Performance Indicators, and are provided with appropriate induction, training and development to effectively achieve their goals and personal growth
- Monitor external and internal environments to assess risk and implement mitigants
- Manage staff and volunteers, plan staff succession and future capacity required to deliver the strategic plan

2. Financial leadership

- Keep the organisational budget in check
- Oversee expenditure in line with budgets
- Complete grant acquittals and ensure budgets are expended per guidelines
- Drive income streams including grants and sponsorship pipelines

3. Effective public representation

- Act as AASYP's lead public representative enhancing the organisation's standing and public profile
- Ensure the development and implementation of a coherent and coordinated campaign program to advance AASYP's aims

4. Accountability and transparency to stakeholders

- Coordinate regional partnerships with key stakeholders across the region including the ASEAN Secretariat, the Australia-ASEAN Council, AASYP Advisory Board and the Australian Department of Foreign Affairs and Trade

- Use data and insights on programs, budget and marketing to make evidence-based decisions and present these to the AASYP Board
- Implement the AASYP operational plan for 2022 and drive impact towards the Strategy for 2022-25, making regular reports to the Executive and Board
- Attend and present Executive updates at bi-monthly Board meetings, including identifying key risks and opportunities for the organisation
- Ensure compliance with Australian Charities and Not-for-profits Commissions guidelines and policies
- Lead the development of the AASYP Annual Report

Reports to:

- AASYP Board of Directors

Commitment:

- February 2023 until December 2023.
- Expected workload of 15 hours per week, with workload to increase closer to the Forum in early/mid 2022.
- Bi-monthly report to the AASYP Board.

For all enquiries contact our Recruitment Team at recruitment@aasyp.org

Application instructions

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

You will be required to:

- CV (no more than 2 pages).
- Respond to a series of questions about your experience and interest in applying for the role.

For further inquiries please contact:

aasyp@secretary.org or hayley.winchombe@aasyp.org