



ASEAN - Australia Strategic Youth Partnership

Chief Community Officer

We are seeking a passionate individual to join our team as our *Chief Community Officer*.

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

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. AASYP has a strong institutional focus on community engagement - especially engagement with members, alumni and volunteers.

The Chief Community Officer (CCO) alongside their team of Community Officers, and Community Director, will oversee the growth of and engagement with our member community.

The Chief Community Officer (COO) will advise and support the Community Director, to spearhead AASYP's efforts to create a rewarding, positive, and engaging membership experience.

The Chief Community Officer (COO) will inspire purpose and direction with the People and Culture Director to nurture professional development, diversity and inclusion within the organisation.

This role at AASYP is currently on a volunteer basis.

Key responsibilities



- Work with the Community Director to develop a clear and cohesive membership pipeline.
- Work closely with the People and Culture Director to:
 - 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 team leaders across AASYP to implement feedback processes.
 - Assist the Executive Team to design volunteer retention and succession plans.
 - Innovate new ways to attract talented and committed volunteers, and to provide a renowned volunteer experience.
- Report and update to the AASYP Board of Directors

Qualities of our desired candidate

- Passion for advancing the ASEAN-Australia broader relationship and demonstrated interest in the region.
- Strong verbal and written communication skills.
- Strong interpersonal skills.
- Leadership experience, especially leading volunteer teams
- Experience in community management or community engagement
- Ability to think and plan strategically.
- Ability to devise timelines, prioritise different tasks and meet deadlines with an attention to detail
- 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.
- Experience in the management or development or organisational membership offerings is **highly desirable**.

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 2023.



- 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