

ASEAN - Australia Strategic Youth Partnership

Chief Operations Officer

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

Applications close on Sunday 5th February at 11.59pm AEDT

About the Role:

AASYP is an organisation for young people and should be led by young people. AASYP wants to grow the future leaders of the ASEAN-Australia region and provide them the opportunities and skills to pave the way for other youth in areas of diplomacy, policy creation, and more.

The Chief Operations Officer (COO) leads the AASYP's operations branch and oversees the delivery of our programmes for the year. Working closely with other members of the executive team, the Chief Operations Officer is responsible for:

- The ASEAN-Australia Young Leaders Forum 2023
- AASYP Review 2023
- Our Digital Events team
- AASYP Spark

Our ideal candidates are someone with a strong vision for AASYP's future and a passion for delivering programmes. They should have prior experience delivering events both online and in-person, and have a creative vision and spark for designing events.

Our ideal candidates have previous leadership experience who can work with teams across countries and cultures. As an organisation with volunteers in 11 different countries, our next COOs should have the cultural competency and skills to work in a multicultural team.

Key responsibilities:

Leadership

- Work alongside the AASYP Executive and Board of Directors to make key operational decisions for the day-today functioning of the organisation
- Communicating and engaging with team leaders and executive members from 11 different countries across the ASEAN-Australia region
- Co-design the vision and execution of AASYP's Operational Strategy alongside AASYP's executive leadership

Operations

- Develop and implement a 2023 Operations Strategy for AASYP's events

- Lead AASYP's five different operations teams and oversee the delivery of the projects
- Oversee the delivery of the AAYLF in-person, including on-the-ground support for the event
- Responding to changes in communities, countries and the region more broadly

Stakeholder relationships

- Develop and maintain relationships with key stakeholders such as the ASEAN Secretariat, the Department of Foreign Affairs and more.
- Promoting AASYP and AASYP activities through collaborations with other youth organisations

People and Culture

- Contribute to and grow the AASYP community, engaging our partners, alumni and volunteers through unique activities and offerings
- Implement strategies that foster and improve diversity and inclusion throughout the organisation
- Seek out opportunities to promote professional development amongst AASYP volunteers

Qualities of our desired candidate

- Passion for advancing the ASEAN-Australia relationship and demonstrated interest in the region
- Extensive leadership experience, especially in diverse and multicultural teams
- Prior experience delivering in-person and online programmes of all scales
- Ability to think and plan strategically
- Well-established network and ability to liaise with a range of high-level stakeholders
- Outstanding verbal and written communication
- Ability to devise timelines, prioritise different tasks and meet deadlines with attention to detail
- Ability to communicate feedback constructively
- Proficient in written and spoken English

Commitment:

- February 2023 until February 2024
- Expected workload of 15 - 20 hours per week with the potential for this to increase closer to the delivery of key projects. This includes:
 - Weekly Executive Meetings
 - Team Leaders Meetings with the Operations Portfolio

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

You will need to submit the following as part of your application

- CV (no more than 3 pages)
- Respond to the following questions (no more than 200 words each):
 1. What is your vision for AASYP 2023? How can our organisation improve on what we are already doing?
 2. Tell us about a time that you've had to deal with a difficult situation. How did you demonstrate leadership qualities and procure a better outcome?
 3. Why do you want to volunteer at AASYP?
 4. Tell us about your current commitments and how you manage your time.

For further inquiries please contact:

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