

ASEAN-Australia Strategic Youth Partnership

Content Director

We are seeking a passionate individual to join our Operations team as the Content Director of the ASEAN Australia Young Leaders Forum.

About the role:

The inaugural ASEAN Australia Young Leaders Forum 2019 (AAYLF) brought together 41 young Australians and Southeast Asians in Jakarta to build the ASEAN-Australia partnership.

Over four days, delegates developed a deeper knowledge of the ASEAN-Australia relationship, fostered stronger intercultural leadership skills, built a regional network of like-minded young people and designed projects to improve ASEAN-Australia relations. In 2022, the Forum returned online with 50 delegates from across the region.

AAYLF 2023 will be even bigger!

The Content Director will be responsible for managing the activities that occur during the Forum. Our ideal Content Director is someone who can use their deep knowledge of ASEAN-Australia relations to design interesting and informative workshops, panel discussions and site visits. They will also complement these activities with fun and engaging social events.

The Content Director will also manage the Pre-Forum Curriculum. In 2019, AAYLF delegates were required to complete a four-week online curriculum, including podcasts, webinars, quizzes and reading suggestions. The Pre-Forum Curriculum ensures that delegates are prepared to engage deeply with the Forum's content.

The Content Director will manage a team of Content Officers to ensure the successful execution of the Content portfolio.

All roles at AASYP are currently on a volunteer basis.

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.

Key responsibilities of the Content Director

- Curate and organise the Forum's schedule, including panel events, skill workshops and masterclasses
- Organise social events during the Forum, such as icebreakers, networking events and a Gala Dinner.
- Write content for and manage delivery of the Pre-Forum Curriculum - especially organising the publishing of the AASYP Review which will feature 600 word articles from each delegate.
- Manage communications with stakeholders involved in the Forum's program as their first point of contact.
- Manage a small team of Content Officers, including through convening and chairing regular team meetings.
- Provide personal and professional development opportunities to team members.

Report to:

- Forum Co-Directors

Commitment:

- February 2023 until July 2023.
- Must be available to attend the Forum 22-27 June (Forum dates 23-26 June) in Kuala Lumpur, Malaysia.
- Expected workload of 8 hours per week, with workload to increase closer to the Forum.
- Must be available to attend the Forum. Costs associated with attendance will be funded by AASYP.

For all enquiries contact Khai Ling Chan at khailing.chan@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.

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.

