

ASEAN-Australia Strategic Youth Partnership

Logistics Director

We are seeking a passionate individual to join our Operations team as the Logistics 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 Logistics Director will be responsible for managing the various logistical elements of the Forum. Our ideal Logistics Director is someone who is highly organised, has an attention to detail and has experience managing complex events. As the key contact person for various vendors during the Forum, the Logistics Director should be comfortable working in high-pressure environments.

The Logistics Director will manage a team of Logistics Officers to ensure the successful execution of the Logistics 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 Logistics Lead

- Manage the budget of the Forum alongside the Chief Financial Officer.
- Manage transport.
- Manage catering, including food and beverages.
- Manage Forum venue and accommodation.
- Manage all logistical aspects of Forum events, including venue set-up, resourcing, printing and gifts.
- Manage health and safety for the Forum, including risk management for all Forum events.
- Work with the Content Director to provide airport pick-ups and accommodation to Forum stakeholders.
- Work with the Chief Financial Officer to monitor logistical costs, including insurance costs.
- Work with the Chief Marketing Officer to manage Forum merchandise, photography and videography.
- Manage a small team of Logistics 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.