

February 2019

## Volunteer Position Description: AIYA National Partnerships Officer

<b>Portfolio:</b>	Partnerships & Memberships	<b>Position:</b>	Partnerships Officer
<b>Time commitment:</b>	4 hours per week	<b>Period of role:</b>	12 months including seasonal breaks and flexible leave
<b>Experience level:</b>	A part of AIYA (any Chapter); Can be currently studying Bachelors, at TAFE or working	<b>Application due date:</b>	18 March 2019
<b>Location:</b>	Australia or Indonesia	<b>Start Date:</b>	Early April 2019

The **Australia-Indonesia Youth Association** is a non-government, youth-led organisation which aims to better connect young Indonesians and Australians to each other and to Australia-Indonesia related opportunities.

The Partnerships and Memberships portfolio has 2 main priorities to support the AIYA mission. We collectively develop partnerships that celebrate and support our organisation through financial and non-financial arrangements. We also maintain membership data and collection tools. This focus on members also informs the partnerships that we strike; they must support the AIYA mission and respond to member interests across the organisation.

### The Position:

This role will support the partnerships that the Partnerships and Memberships portfolio develop and finalise. In this role you will:

#### Contribute:

- based on prior experience, personal passion and meaningful research
- to support AIYA National's partnerships approach
- to help determine the kinds of partnerships we form and initiate
- to developing a coherent and impactful portfolio strategy
- bring ideas of how you would like to offer support for AIYA Chapters and AIYA National
- through regularly completing projects, You will be able to discuss and take the lead on your projects and implement existing arrangements

#### Communicate:

- report on progress with assigned projects in weekly check-in emails;
- report on general portfolio matters in monthly online P&M portfolio meeting;
- be open and willing to receive guidance from the current team and be willing to contribute your ideas;
- liaise honestly and professionally with stakeholders to broker partnerships as required - primarily via email but in-person meeting or teleconferences may be required;
- using a friendly and open approach with AIYA National;

- collaborate with AIYA National at the completion of your projects and regularly request feedback on projects; and
- always use respectful and professional language to effectively communicate your ideas.

### **Initial project: Partnership documents and process:**

- under the guidance of the existing team and in line with the above you will undertake a defined project in the first 3 months, along with the usual ongoing tasks;
- assist to develop internal and external documents that support the P&M portfolio and AIYA Chapters, such as promotional material to share to potential partners;
- prepare and develop MOU templates to reflect AIYA's various partnership offerings; and
- you will receive guidance to achieve these goals and understand the steps required to achieve each of these goals, including collaboration with the AIYA National Communications team.

### **The Ideal Candidate:**

#### **Passionate:**

- have a strong interest in all things Australia-Indonesia and youth (previous involvement with AIYA is desired, but not essential);
- enjoy finding shared value and have experience successfully collaborating with others; and
- do things that you are passionate about - it could be outside of the Aus-Indo space or in another partnerships-building capacity.

#### **Curious:**

- explore new ideas regularly and confidently;
- willing to learn from advice and critical feedback;
- seek fresh insights and other opinions to improve your thinking and outcomes; and
- happily seek out experiences that you convert into knowledge or passion.

#### **Respectful:**

- value diversity in all of its forms - race, work field, study background, gender, sex, place of origin and more;
- not afraid to ask and do not make assumptions about expectations; and
- be open and authentic with others.

### **What next?**

To apply **before midnight on Monday, 18 March 2019**, please send your current CV to Sam Shlansky (Director of Partnerships and Memberships) at [sam.shlansky@aiya.org.au](mailto:sam.shlansky@aiya.org.au) along with a short cover letter that reveals:

- How you will succeed in the roles required under 'The Position'; and
- How you align with our stated 'Ideal Candidate' descriptions above.

If you have any questions or queries email Sam at [sam.shlansky@aiya.org.au](mailto:sam.shlansky@aiya.org.au).

**To be considered for this position you must be a current AIYA member. To sign up please visit [www.aiya.org.au/membership/](http://www.aiya.org.au/membership/).**