



AUSTRALIA-CHINA YOUNG PROFESSIONALS INITIATIVE

2018 RECRUITMENT DRIVE

The Australia-China Young Professionals Initiative (ACYPI) is the premier platform for young professionals to engage with the Australia-China relationship. There are exciting opportunities to join the National Committee and City Chapter in a variety of roles.

THE BENEFITS OF JOINING THE TEAM

- Develop professional skills applicable to work environment, and enhance your CV
- Increase your profile in the Australia China community
- Develop relationships with committee members and connect with like-minded individuals
- Meeting influential figures in Australia China space, and
- Networking opportunities to help enhance job prospects in the future

TO APPLY – Email national@acypi.org.au the following documents;

- A copy of your CV, with link to your LinkedIn profile
- A document answering the questions below:
 - a) What city do you reside in?
 - b) Which role are you applying for?
 - c) Why do you want to join the committee?
 - d) What skills and experience you have that you think make you suitable for the role?
 - e) What are your future aspirations for China Australia relations?

DUE DATE: **SUNDAY 15TH APRIL**

For role descriptions, please see below.



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1. ROLE DESCRIPTION – SPONSORSHIP DIRECTOR

Job Description

- Proactively sourcing potential partners at the national level relevant to the ACYPE mandate
- Management, direction and delivery of all incumbent partners' contractual rights
- Ensuring all sponsors are integrated and achieve their business objectives
- Developing and presenting creative and bespoke partnership proposals
- Identifying and preparing applications for relevant grants and other awards
- Collaborate with the Communications Director to develop and strengthen the relationship with partner organisations (including but not limited to ACYA, ACYD, ACBC, CAMP, Asialink, Intersective)
- developing a good quality pitch-book summarising ACYPE's past successes and current operations in Australia and China
- Identifying and liaising with potential sponsors and to consider what new sponsorship 'properties' or specific 'programs' ACYPE could offer to sponsors. Developing and presenting creative and bespoke partnership proposals
- Working with City Chapters regarding city-based sponsorship arrangements and national team regarding the development of sponsorship objectives/infrastructure to support sponsorship initiatives

Skills and attributes

- Strong interpersonal skills and relationship management. Excellent written and verbal communication skills
- The ability to work on their own initiative, effectively both as an individual and as part of a team
- Excited by challenges and motivated to find solutions that work for all parties
- Executing all tasks with strong attention to detail
- Passionate about Australia-China relations and working in a non-for-profit organisation
- Willing to make an at least one year commitment to growing and strengthening the organisation



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2. ROLE DESCRIPTION – SECRETARY

Job Description

Working closely with General Manager

- Closely assisting the General Manager with Chapter management and Chapter communications.
- Leading and managing all ACYPI national committee secretarial duties including maintaining business records, recording outcomes of meetings, creating and maintaining action lists.
- Attending regular meetings with General Manager and relevant operational sub-committees to play a key role in implementing and maintaining systems and infrastructure across ACYPI operations.

Developing ACYPI template documents:

- Working with city Chapters to develop template documentation and processes for Chapter event operations including event advertising processes (EDM, social media and ACYPI website), event stationery, event run-sheets, guidelines for hosting events, and post-event documentation including event reports.
- Working with CEO and Sponsorship Director to develop ACYPI sponsorship materials and attending meetings and pitching sponsorship opportunities to prospective sponsors.

Developing ACYPI internal systems guidelines:

- Working with CEO, General Manager and Treasurer to create the ACYPI systems 'bible' with the aim of ensuring ACYPI internal systems and processes are fully documented (such as website, mail-out and event ticketing infrastructure processes).
- Assisting the General Manager with implementing systems consistently across Chapters to empower Chapters to run successful, high-impact events.

Working closely with ACIL Secretary

- Assisting ACIL Secretary to administer ACIL board in accordance with ACIL constitutional processes.

Skills and attributes

- Strong interpersonal skills and excellent written and verbal communication skills
- The ability to work on their own initiative, effectively both as an individual and as part of a team
- Excited by challenges and motivated to find solutions that work for all parties
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3. ROLE DESCRIPTION - TREASURER

Job Description

Overall responsibility for ACIL financial compliance

- Setting overall financial strategy to ensure sustainability of ACIL operations
- Ensuring chapters understand ACIL financial structure and policy (all Chapters encouraged to run in a financially self-sufficient manner, with all ACIL monies held in central bank account and used only for ACIL purposes in accordance with ACIL constitution).
- Robust and accurate recordkeeping of receipts and relevant documentation relating to expenses, revenue or any other financial activity.
- Co-signatory on ACIL bank account (using Commbiz 'dongle' to remote authorise expense claims).
- Maintaining financial integrity and best practice accounting transparency and probity at all times including ensuring that all financial activities comply with ACIL's stature as a not-for-profit organisation.
- Acting as first point of contact for any bookkeeping or financial queries which may arise from ordinary company activities (e.g., annual returns).

Assisting ACYPE Chapters

- Monitoring, authorising and reviewing chapter expense claims to ensure compliance with ACIL policies.
- Assisting City directors with any queries or issues they may have with chapter-level financial management.

Other tasks

- Liaising with pro-bono legal and accountancy advisors when and where necessary
- Working closely with Sponsorship Manager to develop and execute ACIL Sponsorship Strategy.
- Assisting the Executive with overall operations and strategic direction of ACIL.

Skills and attributes

- Past treasurer experience in other companies or organisations are strongly desired
- Strong interpersonal skills and excellent written and verbal communication skills
- The ability to work on their own initiative, effectively both as an individual and as part of a team
- Excited by challenges and motivated to find solutions that work for all parties
- Executing all tasks with strong attention to detail



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4. ROLE DESCRIPTION – ADELAIDE CITY CHAPTER DIRECTOR

Job Description

- Recruit a team of committee members
- Organise Australia-China related events in Adelaide
- Further strengthen Adelaide ACYPI's social media presence
- Establish partnerships with other organisations in Australia-China space in Adelaide

Skills and attributes

- Strong interpersonal skills and relationship management. Excellent written and verbal communication skills
- The ability to work on their own initiative, effectively both as an individual and as part of a team
- Excited by challenges and motivated to find solutions that work for all parties
- Executing all tasks with strong attention to detail
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5. ROLE DESCRIPTION – CANBERRA CITY CHAPTER DIRECTOR

- Same as above