



AEROSPACE FUTURES LEADERSHIP INFORMATION PACK

The Aerospace Futures (AF) Conference is the largest event in the Australian Youth Aerospace Association's (AYAA) Calendar. It brings together hundreds of students, young professionals, government and industry representatives and provides them with an opportunity to network and learn more about the broader Aerospace industry and its future in Australia, as well as around the world.

The role of Chair and Deputy Chair are pivotal to the success of the event. The Australian Youth Aerospace Association (AYAA) is looking for two individuals to work together in a partnership to run the event in July 2021. The candidates should be students or young professionals who are interested in the broader Aerospace Industry and passionate about providing opportunity. You are not required to apply in pairs, however, if you would like to be considered in a partnership please indicate so on your application.

The AYAA values Diversity, Opportunity, Community and Integrity and are looking for individuals who embody these values. While there is no additional requisite experience for the role, however, it should be noted that candidates are assumed to be familiar with the event and come with a vision for how they would approach it.

Candidates will be required to provide a reference who can attest to previous work either with the AYAA or another external organisation/workplace. Additionally candidates will be required to answer a series of written questions and pass an interview before selection takes place.

If you have any questions about the role or application process please contact Meaghan Munro (2020 Aerospace Futures Chair) on meaghan.munro@ayaa.com.au

AEROSPACE FUTURES CHAIR

Summary

The Aerospace Futures Chair is responsible to AYAA for the complete coordination and planning of the annual Aerospace Futures conference. The Chair must source speakers and representatives from companies and governmental organisations that are at the forefront of their respective fields. Over the years, the event has increased in size and calibre, with an annual relocation, as well as the introduction of a number of social activities and exhibition space. The chair is required to reflect strongly the vision and values of the AYAA.

Details

Reports to	Operations and Projects Manager
Resourcing	8-15 hours per week Applicants shall take heed that the Aerospace Futures Chair is required to put in as much time as necessary to fulfil their duties. As the role is accountable to both the Aerospace Futures committee as well as AYAA National candidates should expect multiple meetings per week on top of tasks and planning.
Requirements	<ul style="list-style-type: none"> ● Have a vision for the event ● Attention to detail, open-minded, quick-thinking, assertive, diplomatic ● Confidence in public speaking, negotiation and conversation ● Ability to effectively utilise and develop existing networks to foster conference participation by industry and academia ● Capacity to foresee potential challenges and address them appropriately, as well as overcome any unexpected roadblocks ● Management skills that enable the breaking down of large responsibilities into smaller, manageable tasks ● Ability to constantly focus on immediate tasks whilst maintaining focus on the event as a whole, and ensuring that all aspects are fused in time for the conference to begin ● Willingness to be involved with media engagements ● Understand value proposition of the event, and events like it ● Proficiency in word processing, email and online tools ● No roles held with other organisations that would remove your capacity to dedicate requisite time and effort to the position

Responsibilities

Leadership	<ul style="list-style-type: none"> ● Create an overall vision for the event and monitor its execution ● Monitor team member performance and provide direction and assistance where required ● Lead and Manage the Aerospace Futures Senior Leadership team ● Communicate project and program risks, issues and lessons learnt to the Senior Leadership Team
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	<ul style="list-style-type: none"> ● Chair regular committee meetings ● Recruiting the Aerospace Futures committee and strategically planning roles
AYAA Executive Committee	<ul style="list-style-type: none"> ● Communicate with National Exec about changes to Conference and submit regular updates ● Ensure Aerospace Futures complies with wider AYAA processes and goals ● Propose the Aerospace Futures Budget and Project Scope to the AYAA Senior Leadership Team
Project Management	<ul style="list-style-type: none"> ● Determine portfolio requirements and provide all relevant information regarding portfolio vision ● Develop a Project Management Plan that covers Work Breakdown Structures to ensure the timely delivery of milestones ● Guidance and coaching of portfolio leads ● Track and monitor portfolio progress and health along with portfolio leads
Industry Engagement	<ul style="list-style-type: none"> ● The Chair is required to be proactive in engaging with the Aerospace Industry through networking and engagement with platforms such as LinkedIn ● The Chair will be required to assist in managing industry stakeholder to provide monetary and in-kind support to the event

What to consider before applying

It is imperative that the applicant be able to remain level headed, address potential last-minute changes in a rational and professional manner, and overcome any unexpected hindrances. Flexibility, as well as a certain degree of diplomacy, is required to ensure that sponsors, guests and delegates are well looked after.

AEROSPACE FUTURES DEPUTY CHAIR

Summary

The Aerospace Futures Deputy Chair is responsible to the Aerospace Futures Chair and the AYAA for the complete coordination and planning of the annual Aerospace Futures. The Deputy chair will assist the chair in managing the event committee and will take primary responsibility for Aerospace Futures Online presence.

Details

Reports to	Aerospace Futures Chair
Resourcing	6-10 hours per week Applicants shall take heed that the Aerospace Futures Deputy Chair is required to put in as much time as necessary to fulfil their duties. They will be required to act as the Chair in their absence.
Requirements	<ul style="list-style-type: none"> ● Have a vision for the event ● A strong understanding of how to produce a positive online media presence ● Attention to detail, open-minded, quick-thinking, assertive, diplomatic ● Confidence in public speaking, negotiation and conversation ● Ability to effectively utilise and develop existing networks to foster conference participation by industry and academia ● Capacity to foresee potential challenges and address them appropriately, as well as overcome any unexpected roadblocks ● Management skills that enable the breaking down of large responsibilities into smaller, manageable tasks ● Ability to constantly focus on immediate tasks whilst maintaining focus on the event as a whole, and ensuring that all aspects are fused in time for the conference to begin ● Willingness to be involved with media engagements ● No roles held with other organisations that would remove your capacity to dedicate requisite time and effort to the position

Responsibilities

Leadership	<ul style="list-style-type: none"> ● Create an overall vision for the event and monitor its execution ● Monitor team member performance and provide direction and assistance where required ● Recruiting committee
AYAA Executive Committee	<ul style="list-style-type: none"> ● Communicate with National Exec about changes to digital platforms ● Assist the chair in communicating required information to the National committee, takes place at meetings where required
Project Management	<ul style="list-style-type: none"> ● Take minutes at team meetings and ensure proper communication of information within the committee ● Guidance and coaching of portfolio leads

	<ul style="list-style-type: none"> • Track and monitor portfolio progress and health along with portfolio leads
Industry Engagement	<ul style="list-style-type: none"> • The Deputy Chair is required to be proactive in engaging with the Aerospace Industry through networking and engagement with platforms such as LinkedIn • The Deputy Chair will be required to assist in managing industry stakeholder to provide monetary and in-kind support to the event

What to consider before applying

It is imperative that the applicant be able to remain level headed, address potential last-minute changes in a rational and professional manner, and overcome any unexpected hindrances. Flexibility, as well as a certain degree of diplomacy, is required to ensure that sponsors, guests and delegates are well looked after.