



**AUSTRALIAN YOUTH AEROSPACE ASSOCIATION**

NATIONAL EXECUTIVE COMMITTEE

INFORMATION PACKAGE

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2023

THE AUSTRALIAN YOUTH  
AEROSPACE ASSOCIATION



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## ABOUT THE AYAA

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The Australian Youth Aerospace Association (AYAA) is a not-for-profit organisation run by and for students and young professionals. Together we strive to promote education, awareness and involvement in the Australian aerospace industry and greater STEM community. The AYAA engages with people across Australia, launching connections between industry and the growing youth STEM community. Igniting the passion of the Australian youth STEM community is done through National scale events including the Aerospace Futures conference, the Australian Youth Aerospace Forum, the Australian Universities Rocket Competition, and the Astra Program. These events are complemented through the frequent running of local state events.

### *Mission Statement*

The Australian Youth Aerospace Association helps shape the future of the aerospace industry by bringing together passionate individuals that inspire and engage through a mutual sense of community and comradery, united in our goals and interests. Together we strive for growth and create opportunities, uphold our values, and work towards shared success.

### *The AYAA Values*

- |                    |  |
|--------------------|--|
| <b>Diversity</b>   | We promote diversity in the Aerospace community – through our people, ideas, events, and cultures.   |
| <b>Community</b>   | We uphold a strong sense of professional and personal community in everything we do.   |
| <b>Opportunity</b> | We are committed to providing diverse opportunities for growth – whether it be personal, social, or professional – for anyone at any stage of their life and career. |
| <b>Integrity</b>   | We act with integrity, professionalism, and with commitment to our values.   |

*Igniting passion. Launching connections. Mission accomplished.*



## NATIONAL EVENTS

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### *Aerospace Futures (AF)*

The Aerospace Futures conference covers a wide range of topics from civil aviation, engineering and astronomy to geospatial intelligence, space science and law. 2021 will mark the 12th year the AF conference has run, with a total of over 1500 Student Delegates and 80 organisations involved. To date, the event has been hosted in five Australian states and territories, proudly sponsored by the respective state governments, as well as national and international players.

In 2021, Aerospace Futures returns to Adelaide where it has previously been highly successful in engaging both the current and future generations of aerospace forerunners. Targeting a substantial 400 delegates, the event is focused towards undergraduate and postgraduate students, and young professionals from across Australia and New Zealand and it is for this reason that event is held during the university winter break.

### *Australian Youth Aerospace Forum (AYAF)*

The Australian Youth Aerospace Forum is a five-day forum hosted in Brisbane, Queensland that grants senior secondary students the opportunity to investigate further studies and careers in the aerospace industry. During the forum, students hear from a range of aerospace leaders and technical experts and tour aerospace facilities around Brisbane. Students will also gain exposure to various aviation and aerospace related courses and career opportunities that will be available to them upon completing secondary school.

Students are encouraged to actively develop their aerospace industry skills through several practical activities such as the design and operation of a model rocket. AYAF is open to 60 students Australia wide, who are interested in a potential career in aerospace.





## NATIONAL COMPETITIONS & PROGRAMS

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### *Australian Universities Rocket Competition (AURC)*

The Australian Universities Rocket Competition is Australia's first competition for tertiary student rocketry teams, with its inaugural launch event in April of 2019. Competing teams are required to design, build, and launch a solid-propellant sounding rocket to either 10,000 ft or 30,000 ft while carrying a cube-sat payload.

The event engages Australia's best and brightest university students and challenges them to show industry partners and government alike exactly what the next generation has in store. Projects are assessed throughout their design cycle, which include project management and safety approaches, simulations and modelling, manufacturing and testing procedures, launch and recovery success.

### *Astra Program*

The Astra Program is an initiative developed by university students and young professionals to promote transdisciplinary collaboration and meet real, aerospace industry-based scenarios. The program is a unique take on the traditional concept of working groups. Participants are placed into teams, and will be presented with multi-faceted scenarios in the aerospace domain. They engage with one another as well as with government, industry and academic partners in discussions to address industry-based issues while portraying a character, or profile, within the aerospace domain.

The teams will consist of undergraduate, postgraduate, and young professionals from a diverse range of disciplines. The Astra Program aims to attract a diverse range of participants, from backgrounds including STEM, Law, Geopolitics, and the Humanities. The Astra Program aims to prepare students by exposing them to the issues that professionals within the aerospace industry are confronted with throughout their careers.



## STATE EVENTS

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The AYAA has chapters in NSW, QLD, VIC, WA, ACT, and SA. Each chapter has a sub-committee which is run by a State Representative. State committees are comprised of primarily university students who volunteer their time to organise and host events. Chapters are not university-specific and there are no entry requirements – the AYAA welcomes a diverse range of members.

State-hosted events are focussed on connecting tertiary education students with industry, highlighting exciting aerospace and aviation career pathways, and promoting STEM to the younger generation. Across each chapter, an average of two events occurs each semester. Such events are typically tailored to the current climate within the aerospace industry, to ensure the AYAA Community is engaged with the latest developments in the country. This offers the event participants the opportunity to engage with industry representatives, and discover the latest developments to become equipped with the skills and awareness required to be successful in the industry.

Events vary annually and depend on the state chapter. Events which have been run include:

- Networking Nights
- Mock Interviews
- Social Nights
- Presentations / Panel Discussions
- Site Tours
- AYAA Online Video Content





# COMMITTEE STRUCTURE

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## *Overview*

The AYAA National Executive Committee is the heart of the organisation and is represented by members from all backgrounds. The committee is responsible for aligning the AYAA with its strategic plans by managing events, programs, budgeting, and new initiatives. The AYAA is an incorporated association under the Queensland Incorporations Act and is managed under the Standard Model Rules. The AYAA was incorporated on the 28th November 2008; incorporation number AI36754. For 2023, the AYAA National Executive Committee is organised into Portfolios and Divisions, lead by a Senior Leadership Team.

## *Divisions & Portfolios*

The AYAA committee is grouped into three thematic divisions: Operations & Strategy, Communications & Events, and National Engagement. Within each Division, there are portfolios for positions that are similar in functionality or responsibility sets, so that they can benefit from collaboration with their counterparts. There are a total of five portfolios across the committee structure: Strategy, Operations, National Events, Communications, and National Engagement.

## *Senior Leadership Team*

The Senior Leadership Team consists of eight positions, and are collectively responsible for the management and direction of the AYAA. Each position represents a specific aspect of the association in order to bring a diverse and balanced set of perspectives to a decision. Senior Leadership Team members, with the exception of the President, Secretary and Treasurer, are responsible for a portfolio of two members; except for the National Engagement Manager, who is responsible for up to eight members.



# COMMITTEE STRUCTURE

## Organisation Chart



# APPLICATION OVERVIEW

## *Nomination Requirements*

All nominees to the AYAA National Executive Committee must declare any potential, actual and perceived Conflict of Interests which may occur during their time as part of the committee. This could be due to past, current or future affiliation with industry partners, competing AURC teams, student societies and/or university committees. Note declaring a conflict of interest does not exclude you from any position by default; declaring it ensures the AYAA is able to maintain its professional integrity and allows us to construct a framework to manage and prevent issues that may arise. Not declaring a conflict of interest will result in automatic disqualification and/or removal from the national Committee.

Additionally, all nominees to the AYAA National Executive Committee cannot be current members of an AYAA events, competition or program organising committee (AYAF, AF, AURC, ASTRA).

## *Nomination Procedure*

As National Committee positions are selected by the sitting Senior Leadership Team, nominees should expect to be assessed based both on submitted responses and an interview. These interviews are generally proposed to be held within two weeks after applications close. Regardless of outcome, all nominees should expect to be notified of the position selection outcome via their nominated email.

Nominees wishing to apply for positions on the Senior Leadership Team should be aware these positions may have specific requirements, including some legally mandated requirements, detailed within each section. Applicants should be aware that these positions are voted upon on at the Annual General Meeting and generally hold the requirement that the applicant must have been a member of the previous National Committee.

All successful applicants can expect that all positions hold an onboarding & handover period and should generally expect this period to take place shortly after accepting the position.

## *How to Apply*

National Committee positions are generally advertised early November every year, with Senior Leadership Team positions opening late November. Applications are generally advertised online via the AYAA's social media pages and collected using online forms maintained by the AYAA. Up-to-date information regarding the location of the Application Form and the most recent version of this Information Booklet can be found at; <https://ayaa.com.au/executive-committee-applications>

If you have any further questions or enquiries, please contact us on [contact@ayaa.com.au](mailto:contact@ayaa.com.au).



## POSITION DESCRIPTIONS

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### 1.0 Senior Leadership Team

- 1.1 President
- 1.2 Secretary
- 1.3 Treasurer
- 1.4 Vice President of Strategy
- 1.5 Vice President of Operations
- 1.6 National Events Manager
- 1.7 Communications Manager
- 1.8 National Engagement Manager



*Senior Leadership Team  
Operations & Strategy Division*

The President focuses on setting strategy and direction, leading the organisation in accordance with organisation values and policies. The President must have previous experience with AYAA and has strong relationship building skills.

*Position Details*

**Resourcing**

- 10-15+ hours per week
- The President will have a baseline 10-15 hours per week of work to complete including attending meetings, managing projects and overall strategy. There will also be a significant amount of additional work which will come up throughout the year. At these times, it is the expectations of the President that they can dedicate a significant amount of time to AYAA. Historically, this requirement can exceed 40 hours in a single week

**Requirements**

- Experience in the AYAA National Committee and Senior Leadership Team
- Show a strong sense of personal motivation and initiative
- Excellent verbal and written communication skills
- Time management skills and attention to detail
- Excellent written and verbal communication
- Ability to work effectively in a team and independently
- Strong public speaking and networking capabilities
- The ability to exercise a degree of diplomacy and assertiveness
- Reliable access to email and prompt turnaround time to requests posed by committee members and other individuals
- Detailed knowledge of local and international aeronautical and space sectors, particularly insight to other industry organisations, is highly regarded



*Position Responsibilities*

<b>Leadership &amp; Governance</b>	<ul style="list-style-type: none"> <li>• Supervise and maintaining that AYAA's events and activities are executed in a timely and professional manner</li> <li>• Ensure that the association meets its legal requirements as per the Queensland Office of Fair Trading requirements of Incorporated Bodies</li> <li>• Approve transactions and proposals posed by the executive committee</li> <li>• Conduct continuous improvement of AYAA's project management capability</li> <li>• Support and guide members of the National Executive Committee</li> <li>• Provide leadership and guidance on project management matters to all national team members</li> <li>• Communicate Senior Leadership Team decisions and guidance to National Executive</li> </ul>
<b>Strategy</b>	<ul style="list-style-type: none"> <li>• Identify future projects, revenue streams, and opportunities for AYAA growth</li> <li>• Assess internal structure and provide future-proofing conventions to maintain the efficiency of operations</li> <li>• Work closely with the Senior Leadership Team &amp; National Committee Members to establish short-term and long-term goals with regards to national influence, international presence, collaborative efforts with other related organisations, sponsorship potentials and the running of events</li> <li>• Represent the Australian Youth Aerospace Association nationally and internationally</li> </ul>
<b>Project Management Support</b>	<ul style="list-style-type: none"> <li>• Provide guidance and mentoring to the Senior Leadership Team and other members of the AYAA</li> <li>• Support the Events Manager &amp; Vice President - Strategy in managing the AYAA Events &amp; Projects</li> <li>• Review lessons, risks and issues that are raised with a project management focus</li> <li>• Action program issues including updates to the relevant AYAA documents</li> <li>• Proof-read, edit, review and approve all documents submitted by the executive committee such as Prospectuses, Final Reports and news items</li> <li>• Create official documents and writing on behalf of the Australian Youth Aerospace Association, these may include letters of support and thanks, press releases and individual references</li> </ul>

*Portfolio & Division***Portfolio****Portfolio:** Senior Leadership Team**Portfolio Members:**

- President
- Secretary
- Treasurer
- Vice President of Strategy
- Vice President of Operations
- National Events Manager
- Communications Manager
- National Engagement Manager

**Division****Division:** Operations & Strategy**Division Members:**

- President
- Vice President of Operations
- Vice President of Strategy
- AURC Director
- ASTRA Director
- Alumni Engagement Officer
- Analyst

*Administration***Approval** November, 2022 – Senior Leadership Team**Last Updated** 7th November, 2022 – Senior Leadership Team

*Senior Leadership Team  
Communications & Events Division*

The Secretary maintains the prime responsibility of ensuring that the Australian Youth Aerospace Association adheres to all rules and regulations governing an incorporated association. Further duties include scheduling meetings, taking minutes, maintaining communications through monitoring the association's PO Box and forwarding general enquiries to appropriate committee members.

*Position Details*

**Resourcing**

- 7+ hours per week
- The role of the Secretary will have a baseline 7 hours per week of work to complete including organising and attending meetings, as well as checking the AYAA Post Box in St Lucia. There will also be a significant amount of additional work which will come up throughout the year. At these times, it is not expected that the role will take up more than 15 hours per week.

**Requirements**

- Must be a resident of Queensland
- Experience in the AYAA National Committee and Senior Leadership Team is desired
- Show a strong sense of personal motivation and initiative
- Excellent verbal and written communication skills
- Time management skills and attention to detail
- Ability to work effectively in a team and show initiative
- Outstanding proof-reading, editing, reviewing and writing skills
- Proficiency in word processing, email and online tools
- Able to self-motivate and show initiative in seeing potential issues which could arise in the AYAA structure.

*Considerations*

It is important that the applicant is mindful that they will be required to register as an office bearer of the association with the Queensland Office of Fair Trading, and as such bears a legal responsibility on behalf of AYAA. Many of the responsibilities for this role are specified from the government, so an understanding of these is desired, or at least an ability to find these responsibilities to adhere to them.



*Position Responsibilities*

<b>Leadership &amp; Governance</b>	<ul style="list-style-type: none"> <li>• Provide leadership and guidance to all AYAA National team members</li> <li>• Communicate SLT decisions and guidance to all members</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Coordinating the changeover process with the Queensland Office of Fair Trading</li> <li>• Organising and scheduling meetings:               <ul style="list-style-type: none"> <li>• National Committee</li> <li>• Senior Leadership Meeting</li> </ul> </li> <li>• Taking minutes for executive meetings and distributing documents for approval shortly after their dismissal</li> <li>• Assisting with proof-reading, reviewing and editing incoming documents</li> <li>• Addressing or forwarding general enquiries received via the online enquiry system</li> </ul>
<b>Legal Duties</b>	<ul style="list-style-type: none"> <li>• Ensure the association meets its legal requirements as per the Queensland Office of Fair Trading requirements of Incorporated Bodies.</li> <li>• Ability to regularly check the association's PO Box in St Lucia</li> <li>• Highly organised with strong time management skills and attention to detail</li> </ul>

*Portfolio & Division*

<b>Portfolio</b>	<p><b>Portfolio:</b> Senior Leadership Team</p> <p><b>Portfolio Members:</b></p> <ul style="list-style-type: none"> <li>• President</li> <li>• Secretary</li> <li>• Treasurer</li> <li>• Vice President of Strategy</li> <li>• Vice President of Operations</li> <li>• National Events Manager</li> <li>• Communications Manager</li> <li>• National Engagement Manager</li> </ul>
<b>Division</b>	<p><b>Division:</b> Communications &amp; Events</p> <p><b>Division Members:</b></p> <ul style="list-style-type: none"> <li>• Secretary</li> <li>• National Events Manager</li> <li>• Communications Manager</li> <li>• AF Chair</li> <li>• AYAF Chair</li> <li>• Media &amp; Marketing Coordinator</li> <li>• Legal Officer</li> <li>• Systems Administrator</li> </ul>

*Administration*

<b>Approval</b>	November, 2022 – Senior Leadership Team
<b>Last Updated</b>	7th November, 2022 – Senior Leadership Team





## 1.3

## TREASURER

### *Senior Leadership Team National Engagement Division*

The Treasurer is responsible for executing the financial obligations of the organisation. These include approving and managing reimbursements, invoices, payments, and budgets of state and national events, as well as organising quarterly tax returns and a yearly financial audit.

#### *Position Details*

<b>Resourcing</b>	<ul style="list-style-type: none"> <li>• 7+ hours per week</li> </ul> <p>The Treasurer will have a baseline 7 hours per week of work to complete including monitoring and recording financial transactions and budgets, and attending meetings. There will also be a significant amount of additional work which will come up throughout the year as payment deadlines for national and state events arrive.</p>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Experience as treasurer or sponsorship coordinator for a national event committee or state sub-committee is preferred</li> <li>• Time management skills and attention to detail</li> <li>• Show a strong sense of personal motivation and initiative</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to work effectively in a team and independently</li> <li>• Experience with bookkeeping software such as MYOB or Xero is highly regarded</li> </ul>

#### *Position Responsibilities*

<b>Leadership &amp; Governance</b>	<ul style="list-style-type: none"> <li>• Provide leadership and guidance on all financial decisions in the Senior Leadership Team</li> <li>• Communicate and update financial decisions to State Committees, Chairs, Directors, and the Senior Leadership Team</li> </ul>
<b>State Finances</b>	<ul style="list-style-type: none"> <li>• Set and track budgets for states respective to their engagement</li> <li>• Process invoices, reimbursements, and payments</li> <li>• Forward remittance documents after payments have been made</li> </ul>
<b>National Finances</b>	<ul style="list-style-type: none"> <li>• Work closely with the chair and treasurer of each national event</li> <li>• Track and close budgets for marquee events</li> <li>• Track and process invoices, payments and reimbursements</li> <li>• Forward remittance documents after payments have been made</li> <li>• Process scholarship payments on behalf of the Scholarship Coordinator</li> </ul>
<b>National Initiatives</b>	<ul style="list-style-type: none"> <li>• Track GST contributions on all outgoing invoices, transferring contributions to the appropriate account</li> <li>• Actively track all financial transactions through the AYAA MYOB accounting software package</li> <li>• Lodge Business Activity Statements (BAS) to the Australian Taxation Office (ATO) through the online portal.</li> <li>• Ensure audit of all AYAA accounts for the previous financial year is conducted prior to the Annual General Meeting</li> </ul>





*Position Responsibilities cont.***Account Management**

- Remove previous year signatories on the bank account
- Transfer administrator access on the account from previous treasurer
- Add the appropriate signatories to the account
- Open new bank accounts if required, such as savings or transaction accounts

*Portfolio & Division***Portfolio****Portfolio:** Senior Leadership Team**Portfolio Members:**

- President
- Secretary
- Treasurer
- Vice President of Strategy
- Vice President of Operations
- National Events Manager
- Communications Manager
- National Engagement Manager

**Division****Division:** National Engagement**Division Members:**

- Treasurer
- National Engagement Manager
- Scholarship Coordinator
- State Representatives

*Administration***Approval** November, 2022 – Senior Leadership Team**Last Updated** 7th November, 2022 – Senior Leadership Team

*Senior Leadership Team  
Operations & Strategy Division  
Strategy Portfolio*

The primary responsibility of the Vice President of Strategy is to manage and oversee all major strategic partnerships with the AYAA. They will become the point of contact for new and existing partners when discussing funding and corporate opportunities. The work will be conducted as part of the Strategy Portfolio to which the Vice President of Strategy manages. On top of the responsibility to the members and programs in the Strategy Portfolio, this position will play a significant role in the overall governance and strategic planning of the AYAA, alongside the President and Vice President of Operations. As a Vice President of the organisation, it is expected that they assist in organisational wide events and maintain an active presence in the AYAA national committee and community.

*Position Details*

**Resourcing**

- 10+ hours per week

The Vice President of Strategy will have a baseline 10 hours per week of work to complete including organising and attending meetings. There will also be a significant amount of additional work which will come up throughout the year when working directly with partners.

**Requirements**

- Past experience within the AYAA National committee is preferred
- Time management skills and attention to detail
- Excellent written and verbal communication
- Ability to work effectively in a team as well as independently
- Outstanding proof-reading, editing, reviewing and writing skills
- Strong public speaking and networking capabilities
- The ability to exercise a degree of diplomacy and assertiveness
- Flexibility in terms of availability and time commitment
- Detailed knowledge of local and international aerospace sectors, particularly insight to other industry organisations, is highly regarded
- Prior experience within any of AYAA National events, competitions or programs
- Ability to seek out grants, sponsorships and funding opportunities
- Actively building relationships with existing partners and exploring room to develop future partnerships

## 1.4

## VICE PRESIDENT OF STRATEGY

### *Position Responsibilities*

<b>Leadership &amp; Governance</b>	<ul style="list-style-type: none"> <li>• Provide leadership and guidance on project management matters to all national team members</li> <li>• Communicate Senior Leadership Team decisions and guidance to portfolio members</li> <li>• Lead and manage the Strategy Portfolio</li> <li>• Communicates project and program risks, issues and lessons learnt to the Senior Leadership Team</li> </ul>
<b>Partnership Development</b>	<ul style="list-style-type: none"> <li>• Oversight of the contact between AYAA and its major partners</li> <li>• Ensure AYAA maintains a positive relationship with its major funding partners</li> <li>• Seek out new financial partners for AYAA</li> <li>• Maintain oversight of AYAA's activities throughout the year</li> </ul>

### *Portfolio & Division*

<b>Portfolio</b>	<p><b>Portfolio:</b> Strategy</p> <p><b>Portfolio Lead:</b> Vice President of Strategy</p> <p><b>Portfolio Members:</b></p> <ul style="list-style-type: none"> <li>• Legal Officer</li> <li>• Scholarships Coordinator</li> </ul>
<b>Division</b>	<p><b>Division:</b> Operations &amp; Strategy</p> <p><b>Division Members:</b></p> <ul style="list-style-type: none"> <li>• President</li> <li>• Vice President of Operations</li> <li>• Vice President of Strategy</li> <li>• AURC Director</li> <li>• ASTRA Director</li> <li>• Alumni Engagement Officer</li> <li>• Analyst</li> </ul>

### *Administration*

<b>Approval</b>	November, 2022 – Senior Leadership Team
<b>Last Updated</b>	7th November, 2022 – Senior Leadership Team



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*Senior Leadership Team  
Operations & Strategy Division  
Operations Portfolio*

The Vice President of Operations is in charge of managing the directors of the AYAA's programs and competitions in the Operations Portfolio. The roles in the Operations Portfolio include the AURC Director - running through until October 2021, and the Astra Program Director - running through until April 2021. This position ensures that these programs and competitions are proceeding on schedule and within budget. On top of the responsibility to the members and programs in the Operations Portfolio, this position will play a significant role in the overall governance and strategic planning of the AYAA, alongside the President and Vice President of Strategy. As a Vice President of the organisation, it is expected that they assist in organisational wide events and maintain an active presence in the AYAA national committee and community.

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*Position Details*

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**Resourcing**

- 10+ hours per week

The Vice President of Operations will have a baseline 10 hours per week of work to complete including assisting the planning of projects and fixing issues which arise. There will also be a significant amount of additional work which will come up throughout the year. At these times, it is the expectation that they can dedicate a significant amount of time to AYAA.

**Requirements**

- Strong communication and interpersonal skills
  - Time management skills and attention to detail
  - Excellent written and verbal communication
  - Flexibility in terms of availability and time commitment
  - Ability to work effectively in a team as well as independently
  - Outstanding proof-reading, editing, reviewing and writing skills
  - Ability to lead a small committee
  - Prior experience within any of AYAA National events, competitions or programs
  - An understanding of managing project timelines, risks and budgets
-



*Position Responsibilities*

<b>Leadership &amp; Governance</b>	<ul style="list-style-type: none"> <li>• Provide leadership and guidance on project management matters to all national team members.</li> <li>• Communicate Senior Leadership Team decisions and guidance to the national committee.</li> <li>• Provide insight and experience to other members and portfolios in the national committee as part of the Senior Leadership Team</li> </ul>
<b>Program Management</b>	<ul style="list-style-type: none"> <li>• Responsibility to the AYAA competitions and programs, as they will manage a significant proportion of the financial commitment of the AYAA.</li> <li>• Communicates project and program risks, issues and lessons learnt to the Senior Leadership Team</li> </ul>
<b>Portfolio Support</b>	<ul style="list-style-type: none"> <li>• Support the Operations Portfolio in managing their own committees</li> <li>• Provide advice and direction to all members of the portfolio</li> <li>• Review lessons, risks and issues that are raised with a project management focus</li> <li>• Action program issues including updates to the relevant AYAA documents</li> </ul>

*Portfolio & Division*

<b>Portfolio</b>	<p><b>Portfolio:</b> Operations</p> <p><b>Portfolio Lead:</b> Vice President of Operations</p> <p><b>Portfolio Members:</b></p> <ul style="list-style-type: none"> <li>• AURC Director</li> <li>• Astra Director</li> </ul>
<b>Division</b>	<p><b>Division:</b> Operations &amp; Strategy</p> <p><b>Division Members:</b></p> <ul style="list-style-type: none"> <li>• President</li> <li>• Vice President of Operations</li> <li>• Vice President of Strategy</li> <li>• AURC Director</li> <li>• ASTRA Director</li> <li>• Alumni Engagement Officer</li> <li>• Analyst</li> </ul>

*Administration*

<b>Approval</b>	November, 2022 – Senior Leadership Team
<b>Last Updated</b>	7th November, 2022 – Senior Leadership Team





*Senior Leadership Team  
Communications & Events Division  
National Events Portfolio*

The National Events Manager is in charge of managing the directors of each of the AYAA's National Events: the Australian Youth Aerospace Forum and the Aerospace Futures Conference. Currently, both events are to be held in July 2021; however, the timing of these events is strongly dependent on the COVID pandemic restrictions at the time. This position ensures that these events are proceeding on schedule and within budget.

*Position Details*

**Resourcing**

- 10+ hours per week
- The National Events Manager will have a baseline 10 hours per week of work to complete including assisting the planning of projects and fixing issues which arise. There will also be a significant amount of additional work which will come up throughout the year. At these times, it is the expectations of the National Events Manager that they can dedicate a significant amount of time to AYAA.

**Personal Requirements**

- Strong communication and interpersonal skills
- Time management skills and attention to detail
- Excellent written and verbal communication
- Flexibility in terms of availability and time commitment
- Ability to work effectively in a team as well as independently
- Outstanding proof-reading, editing, reviewing and writing skills
- Ability to lead a small committee
- Prior experience within any of AYAA National events, competitions or programs
- An understanding of managing project timelines, risks and budgets



## 1.6

## NATIONAL EVENTS MANAGER

### *Position Responsibilities*

<b>Leadership &amp; Governance</b>	<ul style="list-style-type: none"> <li>• Provide leadership and guidance on project management matters to all national team members</li> <li>• Communicate Senior Leadership Team decisions and guidance to the national committee</li> <li>• Provide insight and experience to other members and portfolios in the national committee as part of the Senior Leadership Team</li> </ul>
<b>Program Management</b>	<ul style="list-style-type: none"> <li>• Responsibility to the AYAA National Events, as they will manage a significant proportion of the financial commitment of the AYAA</li> <li>• Communicates project and program risks, issues and lessons learnt to the Senior Leadership Team</li> </ul>
<b>Portfolio Support</b>	<ul style="list-style-type: none"> <li>• Support the National Events Portfolio in managing their own committees</li> <li>• Provide advice and direction to all members of the portfolio</li> <li>• Review lessons, risks and issues that are raised with a project management focus</li> <li>• Action program issues including updates to the relevant AYAA documents</li> </ul>

### *Portfolio & Division*

<b>Portfolio</b>	<p><b>Portfolio:</b> National Events</p> <p><b>Portfolio Lead:</b> National Events Manager</p> <p><b>Portfolio Members:</b></p> <ul style="list-style-type: none"> <li>• AF Chair</li> <li>• AYAF Chair</li> </ul>
<b>Division</b>	<p><b>Division:</b> Communications &amp; Events</p> <p><b>Division Members:</b></p> <ul style="list-style-type: none"> <li>• Secretary</li> <li>• National Events Manager</li> <li>• Communications Manager</li> <li>• AF Chair</li> <li>• AYAF Chair</li> <li>• Media &amp; Marketing Coordinator</li> <li>• Legal Officer</li> <li>• Systems Administrator</li> </ul>

### *Administration*

<b>Approval</b>	November, 2022 – Senior Leadership Team
<b>Last Updated</b>	7th November, 2022 – Senior Leadership Team



*Senior Leadership Team  
Communications & Events Division  
Communications Portfolio*

The Communications Manager is in charge of recruiting, developing, and supporting the AYAA team. The Communications Manager will drive initiatives that foster a healthy, happy, and productive team environment.

*Position Details*

<b>Resourcing</b>	<ul style="list-style-type: none"> <li>• 1-5 hours per week</li> </ul> <p>Applicants shall be aware that the Communications Manager is a position that poses fluctuating time commitments in terms of greater workloads. At its peak, the Communications Manager is expected to expend anywhere from 1 to 5 hours per week in organisational planning.</p>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Effective, confident and proactive communication. It will be important to express and highlight achievements, but also to give constructive criticism, especially to SLT.</li> <li>• Effective time management and scheduling/coordination of many people.</li> <li>• Emotional intelligence, empathy, and the ability to mediate conflict</li> <li>• Interested in the wellbeing of others. Able to speak to people of from all backgrounds</li> <li>• Energy, ability to motivate others</li> </ul>

*Considerations*

This role poses a significant time commitment and requires a great deal of effort. It does, however, provide a great learning opportunity to broaden skills and gain experience in the human resources field and may be very informative to someone with an aerospace interest that may not be directly studying for a related degree.

The person in this role is required to be the mediator of any conflicts that may arise within the organisation during the year. Though conflicts are infrequent, they do happen, as in any organisation of AYAA's size, and must be dealt with quickly and dispassionately. Do not apply if you are not capable of dealing with conflict situations.



*Position Responsibilities*

<b>Organisation Efficiency and Effectiveness</b>	<ul style="list-style-type: none"> <li>Schedule and run appraisals for all national committee members at least once throughout the year. Document these appraisals and compile lessons learned to be handed to the next Communications Manager and communicated to the wider team.</li> <li>Liaise with committee members frequently as to queries, concerns and ways to better the processes and procedures that govern the culture and functionality of AYAA.</li> <li>Coordinate the onboarding of new members throughout the year to the committee, including the AYAF and AF chair</li> <li>Run a portfolio meeting every month or more frequently at your discretion</li> </ul>
<b>Liaising and public outreach</b>	<ul style="list-style-type: none"> <li>Generate AYAA's calendar and manage the national mailing list. Newsletters can be output bi-monthly or more frequently at your discretion.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Work with the SLT to develop strategies that contribute to positive organisational culture</li> <li>Develop and maintain certain AYAA policies</li> </ul>

*Portfolio & Division*

<b>Portfolio</b>	<p><b>Portfolio:</b> Communications</p> <p><b>Portfolio Lead:</b> Communications Manager</p> <p><b>Portfolio Members:</b></p> <ul style="list-style-type: none"> <li>Media &amp; Marketing Coordinator</li> <li>Systems Administrator</li> </ul>
<b>Division</b>	<p><b>Division:</b> Communications &amp; Events</p> <p><b>Division Members:</b></p> <ul style="list-style-type: none"> <li>Secretary</li> <li>National Events Manager</li> <li>Communications Manager</li> <li>AF Chair</li> <li>AYAF Chair</li> <li>Media &amp; Marketing Coordinator</li> <li>Legal Officer</li> <li>Systems Administrator</li> </ul>

*Administration*

<b>Approval</b>	November, 2022 – Senior Leadership Team
<b>Last Updated</b>	7th November, 2022 – Senior Leadership Team





## 1.8

## NATIONAL ENGAGEMENT MANAGER

*Senior Leadership Team  
National Engagement Division  
National Engagement Portfolio*

The National Engagement Manager role oversees national outreach initiatives and identifies areas for expansion of AYAA's demographic. The National Engagement manages all State Representatives as part of their portfolio. This responsibility includes ensuring all state events receive adequate support in the organisational phase and that the state representatives are sufficiently supported in their roles.

### *Position Details*

<b>Resourcing</b>	<ul style="list-style-type: none"><li>• 10+ hours per week</li></ul> <p>The time requirements for this role will be consistent at least 10 hours per week. As different events in each state come up, it will be expected that the National Engagement Manager work will increase.</p>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Time management skills and attention to detail</li><li>• Excellent written and verbal communication</li><li>• Ability to work effectively in a team and independently</li><li>• Outstanding proof-reading, editing, reviewing and writing skills</li><li>• Experience in organising and running AYAA events.</li><li>• Ability to manage a large, diverse team around Australia.</li></ul>

### *Position Responsibilities*

<b>Leadership &amp; Governance</b>	<ul style="list-style-type: none"><li>• Provide leadership and guidance on project management matters to all national team members in their portfolio.</li><li>• Communicate Senior Leadership Team decisions made within the portfolio.</li></ul>
<b>State Events &amp; Communities</b>	<ul style="list-style-type: none"><li>• Work alongside State Representatives to collaborate across universities and develop the local aerospace community</li><li>• Collaborate with the National Engagement Portfolio to brainstorm creative ideas for new events and forms of outreach</li><li>• Provide high-level guidance in the organisation of state events and assist in identifying strengths, weaknesses, opportunities and threats accordingly</li></ul>
<b>Tertiary Students &amp; Young Professionals</b>	<ul style="list-style-type: none"><li>• Ensure state events are reaching out to both young professionals, undergraduates and students in tertiary education</li><li>• Maintain AYAA alumni network</li></ul>





*Portfolio & Division*

<b>Portfolio</b>	<b>Portfolio:</b> National Engagement <b>Portfolio Lead:</b> National Engagement Manager <b>Portfolio Members:</b> <ul style="list-style-type: none"><li>• State Representatives</li></ul>
<b>Division</b>	<b>Division:</b> National Engagement <b>Division Members:</b> <ul style="list-style-type: none"><li>• Treasurer</li><li>• National Engagement Manager</li><li>• Scholarship Coordinator</li><li>• State Representatives</li></ul>

*Administration*

<b>Approval</b>	November, 2022 – Senior Leadership Team
<b>Last Updated</b>	7th November, 2022 – Senior Leadership Team

## POSITION DESCRIPTIONS

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### 2.0 Strategy Portfolio

- |     |                            |
|-----|----------------------------|
| 2.1 | Alumni Engagement Officer* |
| 2.2 | Analyst*                   |

\*Positions to open within 2023

## POSITION DESCRIPTIONS

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### 3.0 Operations Portfolio

3.1 AURC Director

3.2 Astra Director

## AUSTRALIAN UNIVERSITIES ROCKETCOMPETITION DIRECTOR

### *Operations & Strategy Division Operations Portfolio*

The AURC Director is responsible for the coordination and planning of the annual Australian Universities Rocket Competition. They act as the main point of contact and focal point of a committee, and are responsible for a myriad of crucial tasks.

#### *Position Details*

##### **Resourcing**

- 10-20 hours per week (Full-Time when deliverables are due)
- Applicants shall take heed that the Australian Universities Rocket Competition Director is required to put in as much time as necessary to fulfil their duties. While the competition is still in inception, the time dedication required is of minimum 10 hours a week, varying as new challenges are introduced and required to be solved. This responsibility should be taken into consideration before applying.

##### **Requirements**

- Strong organisational skills, enthusiastic, highly motivated with significant attention to detail
- Ability to lead a team of 6-10 people
- Ability to foresee potential challenges and address them appropriately, as well as overcome any unexpected roadblocks
- Ability to focus on immediate tasks whilst maintaining the event as a whole, and ensuring that all aspects are fused in time for launch.
- Team management, ability to delegate duties and responsibilities

#### *Considerations*

On selection as Director, it is recommended that you select an organising committee to help plan and execute the AURC, as this will lessen the load of management and organisational duties. Be wary of large committees, as this has the potential to dilute responsibility, but a range of committee members around the country can be beneficial to meet different teams in person.

The AURC 2020 was the second competition after the inaugural competition taking place over 2018/2019. Due to the impact of the COVID-19 Pandemic in 2020; the AURC 2020 transitioned to an online format. The competition did not conclude with a launch event, instead, teams were assessed on their engineering methodology and practices, systems engineering approach, manufacturing and testing (plans), modelling and simulation, as well as overall project approach and rocket design.

As this role is still developing, it is expected that the responsibilities of the AURC Director will change throughout the year based on the needs of the competition and competitors. Those applying for the position should expect that the scope of their responsibilities will not be static.





### 3.1

## AUSTRALIAN UNIVERSITIES ROCKET COMPETITION DIRECTOR

### *Position Responsibilities*

<b>Competition Development</b>	<ul style="list-style-type: none"> <li>• Maintain all rules and regulations for the AURC</li> <li>• Developing and maintaining a working budget, as well as managing finances and ensuring that the event does not finish on a loss</li> <li>• Sourcing sponsors, supporters, and competitors</li> <li>• Provide overall vision for the future years of the competition such that required developments can commence in a timely manner</li> </ul>
<b>Program Management</b>	<ul style="list-style-type: none"> <li>• Recruit, select, train and lead the AURC Committee.</li> <li>• Manage the timeline and create milestones to be achieved as part of organising the Competition</li> <li>• Communicate program risks, issues and lessons learnt to the Vice President of Operations, Senior Leadership Team, and the AYAA National Committee</li> </ul>
<b>Organisational Management</b>	<ul style="list-style-type: none"> <li>• Managing key stakeholders, and ensuring all teams are supported</li> <li>• Making decisions on program rules, team fees, and the competition running</li> <li>• Organising the marketing campaign and effectively using available media to advertise</li> </ul>

### *Portfolio & Division*

<b>Portfolio</b>	<p><b>Portfolio:</b> Operations</p> <p><b>Portfolio Lead:</b> Vice President of Operations</p> <p><b>Portfolio Members:</b></p> <ul style="list-style-type: none"> <li>• AURC Director</li> <li>• Astra Director</li> </ul>
<b>Division</b>	<p><b>Division:</b> Operations &amp; Strategy Division</p> <p><b>Division Members:</b></p> <ul style="list-style-type: none"> <li>• President</li> <li>• Vice President of Operations</li> <li>• Vice President of Strategy</li> <li>• AURC Director</li> <li>• ASTRA Director</li> <li>• Alumni Engagement Officer</li> <li>• Analyst</li> </ul>

### *Administration*

<b>Approval</b>	November, 2022 – Senior Leadership Team
<b>Last Updated</b>	7th November, 2022 – Senior Leadership Team



## 3.2

## ASTRA DIRECTOR

### *Operations & Strategy Division Operations Portfolio*

The Astra Director is responsible for the coordination and planning of the Astra Program. They act as the main point of contact and focal point of a committee, and are responsible for a myriad of crucial tasks.

#### *Position Details*

<b>Resourcing</b>	<ul style="list-style-type: none"><li>• 10-20 hours per week</li></ul> <p>The Astra Director is required to put in as much time as necessary to fulfil their duties. As the role is accountable to both the Astra Committee as well as AYAA National Committee, candidates should expect multiple meetings per week on top of tasks and planning.</p>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Strong organisational skills, enthusiastic, highly motivated with significant attention to detail</li><li>• Ability to work as a leader and as a team member</li><li>• Ability to foresee potential challenges and address them appropriately, as well as overcome any unexpected roadblocks</li><li>• 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 launch.</li><li>• Team management, ability to delegate duties and responsibilities</li></ul>

#### *Position Responsibilities*

<b>Program Development</b>	<ul style="list-style-type: none"><li>• Develop the program topic, team configuration, and assembly schedule</li><li>• Organise partners and supporters for the program</li><li>• Develop and maintaining a working budget, as well as managing finances and ensuring that the event does not finish on a loss</li><li>• Provide overall vision for the future years of the program such that required developments can commence in a timely manner</li><li>• Organise the marketing campaign and effectively use available media to advertise</li></ul>
<b>Program Management</b>	<ul style="list-style-type: none"><li>• Recruit, select, train and lead the Astra Committee</li><li>• Manage the timeline and create milestones to be achieved as part of organising the program</li><li>• Communicate program risks, issues and lessons learnt to the Vice President of Operations, Senior Leadership Team, and the AYAA National Committee</li></ul>



*Portfolio & Division*

**Portfolio**

**Portfolio:** Operations  
**Portfolio Lead:** Vice President of Operations  
**Portfolio Members:**

- AURC Director
- Astra Director

**Division**

**Division:** Operations & Strategy Division  
**Division Members:**

- President
- Vice President of Operations
- Vice President of Strategy
- AURC Director
- ASTRA Director
- Alumni Engagement Officer
- Analyst

*Administration*

**Approval** November, 2022 – Senior Leadership Team

**Last Updated** 7th November, 2022 – Senior Leadership Team

## POSITION DESCRIPTIONS

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### 4.0 National Events Portfolio

4.1 AF Chair

4.2 AYAF Chair



# AEROSPACE FUTURES CHAIR

## 4.1

### *Communications & Events Division National Events Portfolio*

The Aerospace Futures Chair is responsible for the recruitment of their committee and the complete coordination and planning of the annual Aerospace Futures conference. The committee 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. Due to the onset of COVID-19 in 2020 the physical event was transitioned into an online event, which is now going to be a permanent accompanying part of the Aerospace Futures timeline which continues throughout the year leading up to the physical event.

#### *Position Details*

##### **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**

- Have a vision for the physical event and for Aerospace Futures Online
- 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
- 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
- Proficiency in word processing, email and online tools
- No major roles in other societies or organisations – this is a major commitment that will require your full attention



## AEROSPACE FUTURES CHAIR

### 4.1

#### *Position Responsibilities*

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Create an overall vision for the event and monitor its execution</li> <li>• Monitor team member performance and provide direction and assistance where required</li> <li>• Lead and Manage Aerospace Futures Senior Leadership team</li> <li>• Communicates project and program risks, issues and lessons learnt to the Senior Leadership Team</li> <li>• Chair regular committee meetings</li> <li>• Recruiting committee</li> </ul>
<b>AYAA Executive Committee</b>	<ul style="list-style-type: none"> <li>• Communicate with National Exec about changes to Conference and submit regular updates</li> <li>• Ensure Aerospace Futures complies with wider AYAA processes and goals</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Determine portfolio requirements and provide all relevant information regarding portfolio vision</li> <li>• Guidance and coaching of portfolio leads</li> <li>• Track and monitor portfolio progress and health along with portfolio leads</li> </ul>

#### *Portfolio & Division*

<b>Portfolio</b>	<p><b>Portfolio:</b> National Events</p> <p><b>Portfolio Lead:</b> National Events Manager</p> <p><b>Portfolio Members:</b></p> <ul style="list-style-type: none"> <li>• AF Chair</li> <li>• AYAF Chair</li> </ul>
<b>Division</b>	<p><b>Division:</b> Communications &amp; Events</p> <p><b>Division Members:</b></p> <ul style="list-style-type: none"> <li>• Secretary</li> <li>• National Events Manager</li> <li>• Communications Manager</li> <li>• AF Chair</li> <li>• AYAF Chair</li> <li>• Media &amp; Marketing Coordinator</li> <li>• Systems Administrator</li> </ul>

#### *Administration*

<b>Approval</b>	November, 2022 – Senior Leadership Team
<b>Last Updated</b>	7th November, 2022 – Senior Leadership Team



*Communications & Events Division  
National Events Portfolio*

The role as Australian Youth Aerospace Forum Chair involves the organisation and coordination of AYAF in Brisbane. The Chair bears responsibility as a main point of contact and focal point of a committee of dedicated individuals, and is responsible for a myriad of crucial tasks such as sourcing sponsorship and support, securing accommodation and scheduling site tours for the 5 day camp.

*Position Details*

**Resourcing**

- 5-10 hours per week

The AYAF Chair should expect to commit an average of 5 hours per week on organisational activities in preparation for the event. Commitments vary intermittently depending on the task, and it is expected that application reviews, timetabling, budgeting, document preparation and quote gathering will augment the amount of time required per week. The amount of time spent preparing AYAF will again fluctuate as the event approaches, with an increased dedication of up to 20 hours per week, as well as full-time attendance at the Forum itself. Please ensure a willingness to fulfil these requirements prior to applying.

**Requirements**

- Strong organisational skills and work ethic
- Enthusiasm and motivation
- Ability to work as a leader and as a team member within and beyond the committee/ leadership team
- Attention to detail
- Ability to foresee potential challenges and address them appropriately, as well as overcome any unexpected roadblocks
- Team management, ability to delegate duties and responsibilities
- Proficiency in word processing, email and online tools
- Previous involvement with AYAF will be highly regarded

*Considerations*

On selection as Chair, it is recommended that you elect an organising committee to help plan and execute the AYAF event. It is recommended that a small but capable and effective team be elected into the organising committee. Typical roles include Co-Chair, Secretary, Treasurer, Student Liaison and Marketing Manager, Logistics Manager, as well as a Graphic Designer. General committee members are not always necessary, but can be effective as backup and for brainstorming discussions.

The applicant shall ensure that they are fully committed to the tasks and responsibilities associated with this role, that they have the necessary time available to dedicate to their leadership and coordination. They shall also ensure that they are available to attend the event. Flexibility is imperative.



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*Position Responsibilities*


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**Program Development**

- Organise and coordinate AYAF Brisbane by serving as a central point of contact, overseeing committee members' duties and ensuring the success of the event
  - Sourcing sponsorship, presenters, representatives, volunteers
  - Organising, creating and delivering merchandise
  - Communicating with Sponsors and Event Holders to organise/ receive funding for the forum.
  - Securing accommodation and merchandise
  - Scheduling of the week's meals and activities
  - Preparation of practical tasks and logistical needs such as bus hire, site tours and student competitions
  - Lead and coordinate a local organising committee, as well as event volunteers and student delegates
  - Marketing of the event
  - Word Processing of event materials such as the Prospectus, Delegate Handbook and Event Report
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*Portfolio & Division*


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**Portfolio**

**Portfolio:** National Events  
**Portfolio Lead:** National Events Manager  
**Portfolio Members:**

- AF Chair
- AYAF Chair

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**Division**

**Division:** Communications & Events  
**Division Members:**

- Secretary
- National Events Manager
- Communications Manager
- AF Chair
- AYAF Chair
- Media & Marketing Coordinator
- Systems Administrator

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*Administration*


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**Approval** November, 2022 – Senior Leadership Team

**Last Updated** 7th November, 2022 – Senior Leadership Team

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## POSITION DESCRIPTIONS

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### 5.0 Communications Portfolio

- 5.1 Media & Marketing Coordinator
- 5.2 Systems Administrator

## 5.1

## MEDIA & MARKETING COORDINATOR

### *Communications & Events Division Communications Portfolio*

The Media & Marketing Coordinator focuses on ensuring the AYAA's brand, reputation, and event offerings resonate with the current and potential audiences and sponsors. This role entails strategising, organising, and executing the media and marketing strategies surrounding each public aspect of AYAA, including managing the social media presence of all national and local events. The Media & Marketing Coordinator will oversee AYAA's Media & Marketing committee, focussed on the coordination of AYAA's brand, consisting of a Graphics Coordinator, Social Media Manager, and Marketing Strategy Manager.

### *Position Details*

#### **Resourcing**

- 3+ hours per week
- The Media & Marketing Coordinator will have a baseline 2 hours per week of work to oversee the Media & Marketing Sub Committee, as well as any additional tasks to be completed including managing social media posts, branding use etc. A lot of the work of this role will be completed in the evening when posts are to be written and sent out to different social media platforms. There will also be additional work which will come up throughout the year. At these times, it isn't expected that the role will take more than 15 hours in any one week.

#### **Requirements**

- Excellent written and verbal communication and attention to detail
- Ability to work effectively in a team and independently
- Ability to lead a team to create, develop, and execute plans
- Skills in graphic design and relevant software highly regarded
- Highly proficient in social media such as Facebook and LinkedIn
- Must travel to major events such as AYAF, AURC, and Aerospace Futures
- Keen to learn digital marketing strategies (guidance will be provided).
- Ability to be available at short notice for any urgent changes/updates to social media posts

### *Position Responsibilities*

#### **Media**

- Liaising with state, event media personnel
- Creating media/marketing strategies
- Overseeing (and posting) of media publications
- Word processing of news items as requested by peers
- Keeping social media up to date with information on upcoming events and activities, with all posts aligning with the AYAA social media policy
- Investigate the development of a regular newsletter for distribution to subscribers
- Investigate the development of social media analytics and its applications for AYAA

#### **AYAA Image**

- Ensuring that all outgoing marketing materials (from events, state and national) are consistent with the AYAA brand and its respective events
- Maintaining the integrity of the image that the Association holds
- Regularly updating the website with current events and relevant information
- Continuously monitor marketing trends and keep a close eye on modern methods to boost brand exposure.



## 5.1

## MEDIA & MARKETING COORDINATOR

### *Portfolio & Division*

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<b>Portfolio</b>	<b>Portfolio:</b> Communications <b>Portfolio Lead:</b> Communications Manager <b>Portfolio Members:</b> <ul style="list-style-type: none"><li>• Media &amp; Marketing Coordinator</li><li>• Systems Administrator</li></ul>
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<b>Division</b>	<b>Division:</b> Communications & Events <b>Division Members:</b> <ul style="list-style-type: none"><li>• Secretary</li><li>• National Events Manager</li><li>• Communications Manager</li><li>• AF Chair</li><li>• AYAF Chair</li><li>• Media &amp; Marketing Coordinator</li><li>• Systems Administrator</li></ul>
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### *Administration*

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<b>Approval</b>	November, 2022 – Senior Leadership Team
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<b>Last Updated</b>	7th November, 2022 – Senior Leadership Team
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*Communications & Events Division  
Communications Portfolio*

The Systems Administrator typically works directly with the Senior Leadership Team and event committee members. In the role is expected to:

1. Create web based content to engage youth and the aerospace industry in Australia.
2. Innovate the way AYAA operates internally and externally by utilising new tools.
3. Support the wider AYAA community by maintaining our websites, emails and other IT systems.

While undertaking these responsibilities, the Web Manager is expected to collaborate with a diverse range of people within AYAA to support a series of events throughout the year. The Web Manager can also expect to utilise design and problem solving skills with support from a team of other passionate volunteers.

*Position Details*

<b>Resourcing</b>	<ul style="list-style-type: none"> <li>• 1-10 hours per week</li> </ul> <p>Applicants should understand that this position has varying time requirements. Around the months preceding and following AYAA's main events, the Web Manager can expect an hour each day, creating and updating website content. During the year, the weekly time requirement is typically less than one hour, though the role will require additional time to learn the AYAA's systems during the first month.</p>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Problem solving skills;</li> <li>• Attention to detail;</li> <li>• Ability to collaborate with a team as well as work independently;</li> <li>• Ability to respond to requests with a short turnaround; and</li> <li>• Proficiency in word processing, email and other online tools</li> </ul>
<b>Desirable Skills</b>	<ul style="list-style-type: none"> <li>• Background in Computer Science/Software Engineering;</li> <li>• Use of website content management systems (e.g. Drupal, WordPress);</li> <li>• DNS configuration, domain name and web hosting management; and</li> <li>• Google Apps administration</li> </ul>

*Position Responsibilities*

<b>Content Development</b>	<ul style="list-style-type: none"> <li>• Develop and publish website content to drive engagement alongside the Media &amp; Communications team;</li> <li>• Design the content and layouts of websites to ensure critical information can reach youth and industry</li> </ul>
<b>Innovation</b>	<ul style="list-style-type: none"> <li>• Investigate the use of new tools to support AYAA's work (e.g. Adobe Spark, Google Analytics)</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Maintenance, updates and backups of AYAA's systems; Including - websites, Google Apps, mailing lists;</li> <li>• Troubleshooting of web systems</li> </ul>





*Portfolio & Division*

<b>Portfolio</b>	<b>Portfolio:</b> Communications <b>Portfolio Lead:</b> Communications Manager <b>Portfolio Members:</b> <ul style="list-style-type: none"> <li>• Media &amp; Marketing Coordinator</li> <li>• Systems Administrator</li> </ul>
<b>Division</b>	<b>Division:</b> Communications & Events <b>Division Members:</b> <ul style="list-style-type: none"> <li>• Secretary</li> <li>• National Events Manager</li> <li>• Communications Manager</li> <li>• AF Chair</li> <li>• AYAF Chair</li> <li>• Media &amp; Marketing Coordinator</li> <li>• Legal Officer</li> <li>• Systems Administrator</li> </ul>

*Administration*

<b>Approval</b>	November, 2022 – Senior Leadership Team
<b>Last Updated</b>	7th November, 2022 – Senior Leadership Team



## POSITION DESCRIPTIONS

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### 6.0 Secretary Portfolio

#### 6.1 Legal Officer

*Communications & Events Division  
Secretary Portfolio*

The Legal Officer role is responsible for the development and maintenance of legal artefacts for the AYAA. Artefacts include sponsorship agreements, event insurance, registration and compliance with the Australian Charities and Not-for-profits Commission, and compliance with the Queensland Associations Incorporation Act 1981.

*Position Details*

<b>Resourcing</b>	<ul style="list-style-type: none"> <li>• 2-4 hours per week</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Studying a law degree or previous law experience is ideal, but not necessary</li> <li>• Demonstrated ability to draft legal agreements or MOUs is ideal, but not necessary</li> <li>• Demonstrated initiative, proactive attitude, and strong achievement focus</li> <li>• Capacity to problem solve and make decisions in the face of uncertainty</li> <li>• Motivation and drive to gain experience in a professional youth organisation and develop your skills in multiple areas</li> </ul>

*Position Responsibilities*

<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Facilitate the development of reporting needs for SLT and other key decision-makers (AYAA Chairs and Directors - AURC, AF, AYAF, Astra)</li> <li>• Collaborate with the broader AYAA team in the ongoing development and implementation of the organisation's agreements and partnerships for events of for greater AYAA partnerships</li> <li>• Contribute to lessons learnt activities, GBUs, and contributing to developing the role for AYAA's Continuous Improvement initiative</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Ensure the AYAA is in compliance with all requirements of an Incorporated Association as defined by the QLD Office of Fair Trade.</li> <li>• Liaise with the Treasurer on meeting the ATO's requirements for GST</li> <li>• Investigate and develop the AYAA's status as a NFP with the Australian Charities and Not-for-profits Commission to reduce significant overhead costs for the organisation</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Collaborate with key stakeholders to ensure legal compliance and opportunities for AYAA's growth are aligned to AYAA strategy and legal mandate</li> <li>• Take a proactive role in building the capability of the Legal Officer role to improve the AYAA's future legal knowledge for better decision making</li> </ul>



*Portfolio & Division*

<b>Portfolio</b>	<b>Portfolio:</b> Secretary <b>Portfolio Lead:</b> Secretary <b>Portfolio Members:</b> <ul style="list-style-type: none"> <li>Legal Officer</li> </ul>
<b>Division</b>	<b>Division:</b> Communications & Events <b>Division Members:</b> <ul style="list-style-type: none"> <li>Secretary</li> <li>National Events Manager</li> <li>Communications Manager</li> <li>AF Chair</li> <li>AYAF Chair</li> <li>Media &amp; Marketing Coordinator</li> <li>Legal Officer</li> <li>Systems Administrator</li> </ul>

*Administration*

<b>Approval</b>	November, 2022 – Senior Leadership Team
<b>Last Updated</b>	7th November, 2022 – Senior Leadership Team



## POSITION DESCRIPTIONS

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### 7.0 Finance Portfolio

#### 7.1 Scholarships Coordinator



*National Engagement Division  
Finance Portfolio*

The Scholarships Coordinator is responsible for managing all AYAA Scholarships and Awards in a year. This role will work closely with the Treasurer and the Vice President of Strategy.

The scholarships that the AYAA currently run are:

- *Young Australian Space Leader* - for university undergraduates
- *Australian Youth Aerospace Leader* - for senior high school students
- *Australian Youth Aerospace Scholar* - for first-year engineering undergraduates
- *Ray Stalker Award* - for young professionals
- Scholarships for the AYAA National Events and Programs

*Position Details*

<b>Resourcing</b>	<ul style="list-style-type: none"> <li>• 2-10 hours per week</li> </ul> <p>The role requirements will vary throughout the year. A greater resourcing load will be required in busy weeks, such as during Aerospace Futures when the <i>Young Australian Space Leader</i> award is primarily organised. However, this role is not expected to extend further than 10 hours per week throughout the standard operation in the year.</p>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Ability to work effectively in a team and independently</li> <li>• Ability to create, communicate, and execute plans for each scholarship program</li> <li>• Ability to develop funding arrangements with external stakeholders</li> <li>• Previous AYAA scholarship and award recipients will be highly regarded</li> </ul>

*Considerations*

This role is ineligible to apply for any of the AYAA scholarships and awards. As such, we recommend previous scholarship and award recipients to apply, although this is not a requirement.



## 7.1

## SCHOLARSHIPS COORDINATOR

### *Position Responsibilities*

<b>AYAA Scholarships</b>	<ul style="list-style-type: none"> <li>• Coordinate with external partners to organise funding arrangements.</li> <li>• Coordinate the application process with Systems Administrator</li> <li>• Collate and review applications</li> <li>• Select a team to review applications and choose award winners</li> <li>• Ensure payments and reimbursements have been made for scholarship recipients</li> </ul>
<b>Young Australian Space Leader Award</b>	<ul style="list-style-type: none"> <li>• Organise accommodation, registration and bookings for award winners</li> <li>• Coordinate the application process at Aerospace Futures</li> <li>• Support Award winners as they to International Astronautical Congress and Space Generation Congress</li> </ul>
<b>Budgeting</b>	<ul style="list-style-type: none"> <li>• Maintain an active budget of the funding for each scholarship and award</li> </ul>
<b>Strategy</b>	<ul style="list-style-type: none"> <li>• Work with the Vice President of Strategy to seek out new scholarship opportunities</li> </ul>

### *Portfolio & Division*

<b>Portfolio</b>	<b>Portfolio:</b> Finance <b>Portfolio Lead:</b> Treasurer <b>Portfolio Members:</b> <ul style="list-style-type: none"> <li>• Scholarships Coordinator</li> </ul>
<b>Division</b>	<b>Division:</b> National Engagement <b>Division Members:</b> <ul style="list-style-type: none"> <li>• Treasurer</li> <li>• National Engagement Manager</li> <li>• Scholarship Coordinator</li> <li>• State Representatives</li> </ul>

### *Administration*

<b>Approval</b>	November, 2022 – Senior Leadership Team
<b>Last Updated</b>	7th November, 2022 – Senior Leadership Team



## POSITION DESCRIPTIONS

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### 8.0 National Engagement Portfolio

#### 8.1 State Representative

*National Engagement Division  
National Engagement Portfolio*

The State Representatives are some of the primary faces of the AYAA by organising and running local events in each state. They run a committee of which contains selected representatives from an assortment of institutions to ensure that AYAA possesses a 'network of networks' that will enable effective communication with members of the aerospace industry. Previous State Representatives have run seminars, developed the AYAA membership database, built a local presence in their respective states, assisted Event Chairs (where applicable), and represented the Australian Youth Aerospace Association at local events.

*Position Details*

**Resourcing**

- 5-10 hours per week

Applicants shall bear in mind that State Representatives are required to commit the necessary amount of time to fulfil their duties, which may begin at 1 hour per week and range up to 3 or more hours per week during peak event-promotion times. This includes, but is not limited to, time spent advertising AYAA events during lectures at their respective institution, travelling to secondary schools to promote the association and its activities, disseminating marketing material, organising faculty-wide email distributions, writing event summaries and reports, as well as providing the continuation previous years' events to ensure sustainable growth of the association.

**Requirements**

- Time management skills and attention to detail.
- Strong written and verbal communication.
- Ability to work effectively in a team and independently.
- Outstanding event and team management skills.
- Experience in organising and running AYAA events is preferable.
- Ability to manage a large, diverse team.
- Confident and passionate to network with a wide range of stakeholders.
- Able to convert relationships into mutually beneficial partnerships.





### *Position Responsibilities*

<b>Event Management</b>	<ul style="list-style-type: none"> <li>State Representatives must organise and manage a range of events. While it is not expected that every state rep has these skills upon starting the role. It is expected that they are able to learn on the job and develop these skills throughout the year.</li> </ul>
<b>Community Engagement</b>	<ul style="list-style-type: none"> <li>State Representatives must seek out opportunities to create and support community engagement events.</li> <li>These might include events tailored towards different demographics, with different partners or different stakeholders. The State Representative must be able to balance these requirements.</li> </ul>
<b>Industry Engagement</b>	<ul style="list-style-type: none"> <li>Throughout the year, different events will require different industry presence. From panel events to industry seminars and networking nights, the State Representatives must have an eagerness and capability to grow and contact their network of industry representatives to manage these events.</li> </ul>
<b>Lead and Manage</b>	<ul style="list-style-type: none"> <li>The State Representatives are advised to form a committee in their respective state to help them organise and plan events.</li> <li>The State Representative must manage and lead this committee to perform and cultivate a positive culture within the organisation.</li> </ul>

### *Considerations*

State sub-committee members lessen the workload for the State Representative and serve as an excellent avenue for discussions, brainstorming and assistance in advertising events, amongst other things. The elected State Representative is responsible for nominating and managing their states' committees, which typically comprises of a Secretary, Treasurer, Marketing Manager and, optionally, a number of Committee Members.

Applicants shall note that they must be able to commit to promoting and disseminating information about AYAA's events to their full capacity, as this is one of the major assignments the State Representative bears. They may also be called to represent the association at local events and are expected to be actively involved in aerospace activities hosted by other aerospace-related entities such as the Royal Aeronautical Society and the American Institute of Aeronautics and Astronautics. The State Representative is responsible for managing their local committee.



*Portfolio & Division*

<b>Portfolio</b>	<b>Portfolio:</b> National Engagement <b>Portfolio Lead:</b> National Engagement Manager <b>Portfolio Members:</b> <ul style="list-style-type: none"><li>• State Representatives</li></ul>
<b>Division</b>	<b>Division:</b> National Engagement <b>Division Members:</b> <ul style="list-style-type: none"><li>• Treasurer</li><li>• National Engagement Manager</li><li>• Scholarship Coordinator</li><li>• State Representatives</li></ul>

*Administration*

<b>Approval</b>	November, 2022 – Senior Leadership Team
<b>Last Updated</b>	7th November, 2022 – Senior Leadership Team

## THANK YOU

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The AYAA would like to thank you for reading this information package and hope that you are as excited as we are to be a key part in building the future of Australia's aerospace industry and in improving the skills of our university graduates. We hope that, together, we will be able to raise the interest in the industry and develop the capabilities of our workforce to a world-class standard.

If you have any further questions or enquiries, please contact us on [contact@ayaa.com.au](mailto:contact@ayaa.com.au).