

NAILA Director

Reports to	AIYA National Executive
Location	Australia or Indonesia
Duration	2 years
Time commitment	Approx. 2 days a week, with workload increasing closer to the awards ceremony (held in December each year)
Application due date	11:59pm (Jakarta) on Monday, 10 January 2022

About NAILA

The [National Australia Indonesia Language Awards](#) (NAILA) is an annual speech competition that rewards and fosters the development of Indonesian language learning in Australia at all levels. NAILA works closely with the private, government and not-for-profit sectors to support learners of Indonesian as a second language. The NAILA team are a fun and energetic group of young Australian and Indonesian professionals and students who are passionate about improving the bilateral relationship through Indonesian language learning. NAILA is an initiative of the [Australia-Indonesia Youth Association](#) (AIYA).

Position Summary

The position of NAILA Director requires a substantial commitment as it oversees all officers of the NAILA committee and their (language, partnerships, finance, communications, engagement, programs and creative & IT). The NAILA director attends AIYA Board meetings and sets strategic direction for NAILA within its broader context. As NAILA's most public-facing position, the Director represents NAILA's wide ranging interests at events and in discussions with NAILA alumni, partner organisations and the wider Australia-Indonesia community.

Key Responsibilities

The NAILA Director responsibilities include, but are not limited to the following:

- Act as NAILA's primary external representative and central point of contact.
- Represent NAILA on the AIYA Board by facilitating smooth two-way communication between relevant teams as well as attending fortnightly AYA Board meetings and other strategic events as required.
- Set the strategic direction of the NAILA initiative for the current and future competitions.
- Lead the planning and ensure successful delivery of the NAILA 2022 and 2023 competition and awards ceremonies.

- Recruit and oversee a team of at least seven volunteer portfolio coordinators, and chair a fortnightly/monthly team meeting in accordance with specified meeting procedures.
- Make decisions on behalf of NAILA (sometimes time-sensitive), in consultation with the AIYA National Executive and subject to the review and approval of the National Executive at its next meeting.
- Advise on the application of internal processes, report and handle instances where a breach has occurred.
- Oversee the financial management of the organisation alongside the AIYA National Treasurer and NAILA Finance team, as well as compliance with relevant legal requirements.
- Liaise and communicate with partner organisations, including government departments, universities, chambers of commerce, youth associations, think tanks and other organisations, to grow existing partnerships and financial sponsors.
- Grow the broader NAILA volunteer team to expand existing networks in Australia and Indonesia that could be of benefit to NAILA.

Please note, this role will require the successful candidate to become a Director of AIYA Limited and the candidate must comply with all AIYA [policies](#).

Essential Skills

- Minimum 2 years' experience in a leadership position in a professional or voluntary organisation, experience with AIYA preferred.
- Excellent project management and organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines.
- Advanced team leadership skills, including the ability to lead a team and work separately with individuals, having difficult conversations when required.
- Networking, presentation and public speaking skills to represent the organisation to external stakeholders.
- An ability to think creatively about organisational change and adaptation to challenging circumstances.
- A commitment to continuously develop your own communication style, especially within a cross-cultural environment.
- An ability to receive constructive feedback from others (both internally and externally) and respond appropriately to this feedback in an open and honest manner.
- Intricate understanding of and interest in the Australia-Indonesia relationship and a commitment to strengthening the relationship through promoting the study of Indonesian.
- Responsive to emails and other forms of communication e.g. WhatsApp.
- Knowledge and experience in using online meeting platforms and cloud-based applications e.g. Google and Microsoft Office.
- Proficient in both written and spoken English and Indonesian.

Eligibility

- Must be a current, paid AIYA member (to sign up please visit www.aiya.org.au/memberships/).
- Have a positive and *semangat* attitude to the role and be full of ideas.

Key Selection Criteria

- Tell us about your project management skills and ability to manage large teams of volunteers? How have you handled conflicting deadlines, and delegated tasks within a team?
- What are some of your creative ideas about how NAILA could adapt and grow as it moves into the future, particularly in light of the declining number of Indonesian language students in Australia?
- What has your experience been like in seeking and securing commercial sponsors/supporters to sustain an organisation's operational costs?

*If you are interested in applying to become the NAILA Director, please submit a CV and cover letter (maximum 2 pages each) addressing the Key Selection Criteria by **11:59pm (Jakarta) on Monday, 10 January 2022** to melanie.kilby@naila.org.au and sheila.hie@naila.org.au.*

Note that the written application is the first stage of the application process for this position, as this position is a Director position of the Australia-Indonesia Youth Association Ltd, the selected shortlisted candidates will be presented to the AIYA National Executive for election at an Extraordinary General Meeting to be held in January 2022.

Applications can be submitted in English or Indonesian.