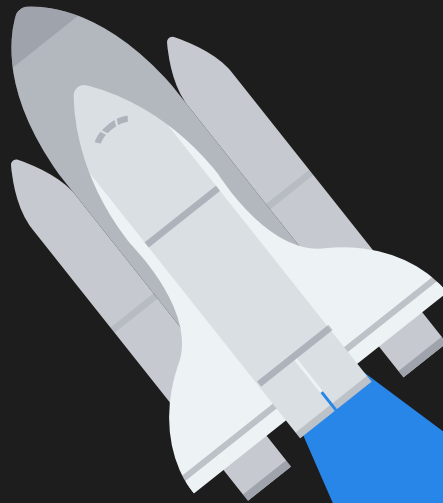




2020/2021 Committee Information Pack

Astra aims to assemble a team with people from any and every educational background. As long as you are passionate about what we do, you have a place at Astra.



General Information.

What is Astra?

The Astra program in a series of assemblies where interdisciplinary teams will be presented with multifaceted scenarios in the Aerospace domain, and will engage with one another and our industry partners in discussions to address these issues. Participants get to adopt a fictitious profile in-session, they might be a CEO or a government representative, but they get to investigate the topic through both their personal experiences, and the lens of someone else. For more information about Astra check out the website astra.ayaa.com.au or the Facebook Page.

What does the committee do?

The committee is responsible for the design, execution and management of the entire program. Committee members are required to undertake a wide variety of tasks ranging from contacting stakeholders to assembling reading materials for participants. The committee meets regularly to strategise about how Astra can succeed in both the short and long term.

What is the application process?

You are required to submit a written application on the AYAA website and may be required to also attend an online interview with current members of the committee. Applications open on the 7th and close on the 21st of October.

What are the roles on offer?

The Astra committee is new and the roles are kept very general and as such candidates can be expected to be exposed to a wide variety of tasks. The team and program coordinator roles are currently on offer. The difference between these roles is that the team coordinators work within the Astra teams, managing the participants directly while the program coordinators work on the overall program.

How long would I be on the committee for?

The Astra Program runs until March of 2021. As a committee member you will be expected to continue work until May to ensure effective conclusion of the program.

Who are the AYAA?

The Australian Youth Aerospace Association are the not-for-profit organisation which runs the Astra Program. They run a wide range of events throughout Australia including the Aerospace Futures Conference, Australian Youth Aerospace Forum and the Australian Universities Rocket Competition. The AYAA encompasses a number of sub-committees including Astra and is made up of tertiary students and young professionals.

"Being part of the Astra team means joining a community of passionate, diverse and dynamic individuals"



Program Coordinator .

The program coordinators are responsible for ensuring that the program runs smoothly.

Responsibilities

This is not an exhaustive list but should indicate what the expected responsibilities may be. Distribution of responsibilities will vary depending on the strengths of the individual.

- Contacting companies and organisations for support and partnership
- Booking in speakers for Astra assemblies
- Organising online webinars
- Researching information for the program topics
- Assembling information packs and assisting in document management
- Creating and managing social media content
- Drafting topic elements and creating participant profiles

Favourable skills/attributes

- Strong written and verbal communication skills
- Flexible and able to operate effectively without clear structure
- Experience working in teams
- An interest in/understanding of the Australian Aerospace and Space Industries
- Experience communicating with companies/professionals
- Open-minded and creative
- Open to becoming part of a community

Expected Commitment

As a program coordinator you are expected to attend weekly meetings, communicate daily on Slack and undertake around 5 hours of work per week. We are looking for people who are keen to engage in social activities within the team, and people who are comfortable working within virtual committees.

For more information about this role feel free
to email us on astra@ayaa.com.au



Team Coordinator.

The team coordinators are the link between the program coordinators and the Astra participants. They are responsible for ensuring each team is getting all of the resources they need, for moderating the teams during the assemblies and for ensuring the deliverables are met. Each team will have two coordinators, with one being from a STEM background and one being from an alternative background such as law, commerce or arts!

Requirements

Team coordinators are required to moderate the teams, as such, it is important that they have an understanding of the topic. While pre-existing knowledge of the topic is desirable, if candidates demonstrate a clear ability and willingness to acquire the required knowledge by the commencement of the program this would also be looked at favourably. This year the topic is domestic launch capability in Australia. Pre-existing knowledge in this case would be defined as knowing some of the following; the companies currently involved, current technology, environmental considerations or legislation.

Responsibilities

- Moderate the Astra assemblies
- Provide direction to conversation where required
- Provide direction for program coordinators for booking in industry talks and panels
- Ensure administrative tasks such as minute taking and documentation occurs
- Provide additional thought exercises and readings to your group
- Facilitate a productive team environment

Favourable skills/attributes

- Keen understanding of the topic
- Experience leading group discussions
- Experience working in multi-disciplinary teams
- Confident public speaker
- Passionate about Aerospace/Space
- Conflict resolution experience

For more information about this role feel free
to email us on astra@ayaa.com.au

