



Publications Director - POSITION DESCRIPTION

ABOUT YOUNG AUSTRALIANS IN INTERNATIONAL AFFAIRS

Young Australians in International Affairs (YAIA) is a not-for-profit organisation dedicated to connecting and engaging the next generation of Australian leaders in international affairs and to building the high calibre leaders necessary to navigate Australia's future in the Indo-Pacific century. YAIA is a company limited by guarantee and a registered charity with the Australian Charities and Not-for-profit Commission (ACNC).

ABOUT THE ROLE

The Publications Director is responsible for the YAIA Fellowship Program and overall oversight of the Publications portfolio. The Publications Director will manage the *Insights* and *Policy Briefs* publication and strategic planning to promote and develop the Fellowship Program and other YAIA publications in the media. The Publications Director is a key member of the Extended Leadership Team and will work closely alongside other Portfolio Directors.

KEY INFORMATION

Title: Publications Director

Length of Appointment: 12 months
(3 month probation period)

Reports To: Chief Operations Officer

Commitment: 6-9 hours per week, with hours increasing during fellowship application and intake periods (November-December, June-July).

Role Type: Voluntary - volunteers will not be remunerated for their time

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Fellowship Program	<ul style="list-style-type: none"> Oversee the planning, organisation and successful delivery of the Fellowship program, Appoint and manage new Fellows every six months, ensuring that each Fellow publishes one article every month Edit, format and upload articles from Fellows to YAIA Insights blog. Review and schedule all edited <i>Insights</i> articles on Wix. 	50%
Leadership	<ul style="list-style-type: none"> Manage Fellows and provide feedback on their submissions to <i>Insights</i> Manage the Editorial Team, providing them with guidance on editing Fellowship articles and policy briefs Maintain productive one-on-one contact with team members and hold regular Publications team meetings 	20%

	<ul style="list-style-type: none"> ● Enforce intraportfolio communication standards and expectations 	
Reporting	<ul style="list-style-type: none"> ● Liaise with and report back to the Extended Leadership Team about the operations of the Publications Team ● Participate in monthly Extended Leadership Team meetings ● Maintain communication with the Chief Operations Officer and provide relevant updates when necessary ● Compile annual and half-yearly portfolio reports ● Maintain good record-keeping of content produced to support statistical reporting and intra-portfolio communication and productivity 	20%
Networking and relationship management	<ul style="list-style-type: none"> ● Develop a database of key contacts across the academic, government, private, not-for-profit and media sectors interested in contributing ad hoc submissions or working with Fellows in external partnerships. 	10%

KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Excellent leadership, people management and interpersonal skills
- ✓ Ability to think and plan strategically
- ✓ Flexibility in adapting to change
- ✓ Outstanding written and verbal communication
- ✓ Ability to network and liaise with a range of high level stakeholders
- ✓ Demonstrated editorial experience
- ✓ Previous experience in policy writing, journalism and/or academic writing

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in a not-for profit organisation
- ✓ Previous experience in volunteer management

OTHER CRITERIA

Applicants must be:

- ✓ Aged between 18 and 30 years of age, and
- ✓ Australian citizens or permanent residents, or
- ✓ In Australia, on a work and/or study visa.

INTERESTED?

Applications for the position of Publications Director should be addressed to Zuzanna Kaczynska, Chief People Officer, Young Australians in International Affairs.

Please email a C.V. and a one-page cover letter, attached as one document, to people@youngausint.org.au (with cpo@youngausint.org.au cc'd).

We encourage you to **apply as soon as possible**, as interviews will be conducted on a rolling basis.

Shortlisted candidates will be contacted for an interview (via Google Meet).