



Digital Lead Events Officer - 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

YAIA is currently recruiting for a Digital Events Lead to coordinate the Digital events team alongside the Chief Events Officer. The team works together to organise bi-monthly events across a range of formats, including panels, conversations, interviews and workshops.

Lead Events Officers have additional responsibilities to manage their team, communicate with the Executive and attend Executive Leadership Team meetings. They are required to provide direction to other officers and manage the six-month forward plans in their location. Successful applicants will be part of a diverse team of volunteers organising and delivering events. There is an opportunity to assist with the annual Future Leaders Series and National Conference for interested applicants.

KEY INFORMATION

Title: Lead Events Officer	Length of Appointment: 12 months (3 month probation period)
Reports To: Chief Events Officer	Commitment: 5 hours per week (approximately)
Role Type: Voluntary - volunteers will not be remunerated for their time	

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Event Planning	<ul style="list-style-type: none"> Work with the digital team to host at least 6 events per calendar year, including research, event logistics and inviting speakers. Responsibilities are to be delegated where appropriate. Draft Event Proposals aimed at engaging the next generation of Australian leaders. 	50%

	<ul style="list-style-type: none"> Evaluate events against Key Performance Indicators that uphold YAIA's vision, mission and values. 	
Networking	<ul style="list-style-type: none"> Create and maintain relationships with a range of individuals and other organisations in international affairs to run online events with. 	25%
Representation	<ul style="list-style-type: none"> Actively promote the work of Young Australians in International Affairs, including attending other international affairs events by invitation. Moderate or facilitate panels and workshops. 	20%
Other duties as reasonably required	<ul style="list-style-type: none"> To be negotiated with the Chief Events Officer as required. This may include assisting with Young Australians in International Affairs' Future Leaders Series or other organisational priorities. 	5%

KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Outstanding written and verbal communication
- ✓ Ability to network and liaise with a range of high-level stakeholders
- ✓ Excellent time management and organisation

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in digital content or event management
- ✓ Communication skills, especially public speaking or presentation skills
- ✓ Experience managing a small team of volunteers

OTHER CRITERIA

Applicants must be:

- ✓ Australian citizens or permanent residents
- ✓ Aged between 18 and 30 years of age

INTERESTED?

Applications for the position of Lead Events Officer should be addressed to Emily Conroy, Chief People Officer, Young Australians in International Affairs.

Please email a C.V. and a one-page cover letter, attached as one document, to e.conroy@youngausint.org.au (with j.woolnough@youngausint.org.au cc'd) by **11.59pm on the 11th of August 2024**.

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