



## People and Policy 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

The People and Policy Officers are responsible for assisting in the management of Young Australians in International Affairs' recruitment, internal communications, cyber-security, and governance. They will work closely with the Chief People Officer to assist in onboarding/offboarding volunteers, supporting the development of governance structures, establishing cyber-security measures and responding to security threats, managing YAIA's email system, and other functions relating to personnel management.

This is a newly formed role under YAIA's new personnel structure, and as such the roles and responsibilities may be subject to change.

### KEY INFORMATION

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**Title:** People Officer

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

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**Reports To:** Chief People Officer

**Commitment:** 3 hours per week  
(approximately)

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

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## ROLES AND RESPONSIBILITIES

Task	Description	% of Role
<b>Recruitment and administrative support</b>	<ul style="list-style-type: none"><li>● Logistically assist with the recruitment and onboarding of new volunteers to the organisation.</li><li>● Promote and ensure an inclusive organisational culture by dealing with diverse problems as they arise, including those relating to cyber security, ethical conduct, and respect for all forms of human diversity.</li><li>● Support the Chief People Officer in developing YAIA's governance policies</li><li>● Assisting the Chief People Officer to implement and enforce policies as relates to recruitment, cyber-security etc.</li></ul>	70%
<b>Networking and relationship management</b>	<ul style="list-style-type: none"><li>● Alleviate miscommunication and misunderstandings by harmonising interests between stakeholders in a professional and ethical manner.</li><li>● Maintain regular phone and/or email contact with the Chief People Officer.</li></ul>	20%
<b>Representation</b>	<ul style="list-style-type: none"><li>● Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community.</li><li>● Actively promote the work of Young Australians in International Affairs.</li></ul>	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
- ✓ Outstanding written and verbal communication
- ✓ Ability to network and liaise with a range of high-level stakeholders

## DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in a not-for profit organisation
- ✓ Previous experience in volunteer management
- ✓ Previous experience with Google Workspace and/or other email management systems

## OTHER CRITERIA

Applicants must be:

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

## INTERESTED?

Applications for the position of People and Policy Officer should be addressed to Winuri de Alwis, Chief People Officer, Young Australians in International Affairs.

Please email a cover letter (one-page maximum) and C.V. (two-pages maximum), attached as one pdf pack, to: [w.dealwis@youngausint.org.au](mailto:w.dealwis@youngausint.org.au) by **11.59pm 10th May 2024**.

Shortlisted candidates will be contacted for an interview (via phone call or Zoom).

Any questions regarding the position of People and Policy Officer should be addressed to Winuri de Alwis.