



## Partnerships 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 Partnerships Officer is responsible for increasing awareness of Young Australians in International Affairs within the corporate, academic, government and not-for-profit sectors, to increase the organisation's portfolio of sponsors and partners. They will work closely with the Chief Executive Officer to engage with stakeholders and complete outreach projects to support a variety of projects across the organisation.

### KEY INFORMATION

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

### ROLES AND RESPONSIBILITIES

Task	Description	% of Role
<b>Writing, proofreading and editing</b>	<ul style="list-style-type: none"> <li>Draft and refine outreach products to support YAIA's communication with key stakeholders.</li> </ul>	35%
<b>Networking and relationship management</b>	<ul style="list-style-type: none"> <li>Supporting ongoing relationships with a range of individuals and other related organizations in international affairs, with a view to enhance YAIA's engagement with young Australians.</li> </ul>	35%

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	<ul style="list-style-type: none"> <li>• Strong communication and organizational skills to brief the Executive team on partnership opportunities that come through the Engagement mailbox.</li> <li>• Maintain regular contact with the Chief Executive Officer by adhering to the 24hr react/response policy.</li> <li>• Managing the Engagement mailbox.</li> </ul>	
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Work with the Chief Executive Officer to develop strategic partnerships, including long-term funding plans for the organization.</li> </ul>	10%
<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>	20%

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## KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Excellent leadership 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
- ✓ Demonstrated experience communicating with stakeholders

## OTHER CRITERIA

Applicants must be:

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

## INTERESTED?

Applications for the position of Partnerships Officer should be addressed to Renee Cremer, Chief Executive Officer and Angus Russo, Director of People and Culture, Young Australians in International Affairs. Please email a C.V. and a one-page cover letter, attached as one document, to: [r.cremer@youngausint.org.au](mailto:r.cremer@youngausint.org.au) and [a.russo@youngausint.org.au](mailto:a.russo@youngausint.org.au) by COB 1 November 2023. Shortlisted candidates will be contacted for an interview (in-person or via Zoom).