



Chief Operations 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 Chief Operations Officer (COO) oversees YAIA's internal operations, governance and organisational strategy, ensuring the organisation operates effectively and remains aligned with its vision, mission and values.

Reporting to the CEO, the COO is a key member of the Senior Executive team. The role provides strategic leadership across YAIA's internal functions, including Publications, Administration and Governance, while supporting Directors and Officers to deliver organisational priorities.

The COO will be a confident and collaborative leader with a strong interest in international affairs and a commitment to creating opportunities for young Australians.

KEY INFORMATION

Title: Chief Operations Officer

Length of Appointment: 12 months

(3 month probation period)

Reports To: Chief Executive Officer

Commitment: 8 hours per week (approximately)

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

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Internal Operations	- Manage and oversee direct reports to support with operation, administrative and strategic tasks. - Manage and oversee the Publications and Governance functions of YAIA - Review internal strategies, processes and portfolios to improve organisational effectiveness.	40%

Leadership	• Drive internal engagement, organisational strategy and change initiatives. • Assist the functions and objectives of Directors and Officers to achieve their KPIs • Maintain regular communication with Directors and identify opportunities for collaboration.	30%
Governance & Reporting	• Provide regular updates to the CEO on internal operations • Facilitate monthly Extended Leadership Team meetings • Ensure that YAIA remains up to date on its governance and reporting as per the Australian Charities and Not-for-profit Commission and Australian Securities & Investments Commission	20%
Networking & relationship management	• Represent & promote Young Australians in International Affairs by communicating and interacting with members of the international affairs community	10%

KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Demonstrated leadership, people management and interpersonal skills
- ✓ Previous experience in volunteer management
- ✓ Outstanding written and verbal communication
- ✓ Ability to network and liaise with a range of high-level stakeholders
- ✓ Strong planning and organisational skills
- ✓ Confident in organisational governance, strategy and administration

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in a not-for profit organisation
- ✓ Bachelor's degree or higher in a discipline related to international affairs

OTHER CRITERIA

Applicants must be:

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

INTERESTED?

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

Please email a max two page 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 are excited to hear from you! Applications will be reviewed on a rolling basis, so we encourage you to apply earlier. Here is a link to our FAQ: <https://www.youngausint.org.au/join-us>

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