People and Policy Officer - POSITION DESCRIPTION

ABOUT YOUNG AUSTRALIANS IN INTERNATIONAL AFFAIRS

Young Australians in International Affairs (YAIA) is Australia's largest not-for-profit organisation dedicated to connecting and engaging the next generation of 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, volunteer engagement and organisational culture. They will work closely with the Chief People Officer and Recruitment Lead to assist with volunteer onboarding and offboarding, manage the people and policy inbox, support the development of organisational policies, modernise YAIA's cyber-security measures and capacity for responding to security threats and help strengthen YAIA's culture and volunteer experience.

KEY INFORMATION

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

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Recruitment and administrative support	• Logistically assist with the recruitment and onboarding of new volunteers to the organisation. • 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. • Support the Chief People Officer in developing YAIA's governance policies • Assisting the Chief People Officer to implement and enforce policies as relates to recruitment, cyber-security etc.	70%

Networking and relationship management	• Alleviate miscommunication and misunderstandings by harmonising interests between stakeholders in a professional and ethical manner. • Maintain regular phone and/or email contact with the Chief People Officer.	20%
Representation	• Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community. • Actively promote the work of Young Australians in International Affairs.	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:

- ✔ 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 People and Policy Officer should be addressed to Zuzanna Kaczynska, 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).

Any questions regarding the position of People and Policy Officer should be addressed to people@youngausint.org.au