



SYDNEY 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 Lead Events Officers to coordinate the Sydney local event team. The Lead Events Officer works with the Chief Lead Events Officer to organise monthly events across a range of formats, including panels, delegations, conversations, receptions 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.

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">Working with the Events team to manage in-person events. This includes research, event logistics, inviting speakers and venue bookings.Drafting Event Proposals and aimed at engaging the next generation of Australian leaders.	50%

Networking	<ul style="list-style-type: none"> ● Create and maintain relationships with a range of individuals and other related 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 as event moderators ● Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community 	20%
Other duties as reasonably required	<ul style="list-style-type: none"> ● To be negotiated with the National Events Director as required 	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

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 11 August 2024**.

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