



Future Leaders Series (FLS) Director 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 Future Leaders Series (FLS) Director is responsible for overseeing the organisation, planning and delivery of the YAIA Future Leaders Series, to be held online in **July/August 2025**. The successful applicant will lead and work with a team of volunteers to organise and deliver the Future Leaders Series. These include the Chief Executive Officer, Chief Events Officer and Events Officers. The Future Leaders Series Director is a key member of the Extended Leadership Team and will work closely alongside other National Directors. This year's theme is Conflict Resolution and Risk Reduction.

The Future Leaders Series is our annual flagship program designed to engage Australia's future leaders in the critical issues affecting Australia, the Indo-Pacific region and the international system. Each year, the Future Leaders Series adopts a central theme based on one such critical issue. It equips them with the knowledge, skills and networks to respond to these challenges and shape future policy decisions.

The Future Leaders Series takes place over a six-week period in **July/August**. During this time, participants will take part in 5 modules, each focusing on a particular issue or challenge within the **broader theme of the year's program, which is Conflict Prevention and Resolution**, as well as a policy workshop and a policy pitch competition. During these sessions, participants explore the different issues, opportunities and challenges associated with the topic; as well as how it is being considered by Australian policy makers.

KEY INFORMATION

Title: Future Leaders Series Director	Length of Appointment: 8 months (1 month probation period)
Reports To: Chief Events Officer	Commitment: 5-10 hours per week (approximately) before the series starts, with greater time commitment at the time of the series.
Role Type: Voluntary - volunteers will not be remunerated for their time	

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Planning, Management & Leadership	<ul style="list-style-type: none"> • Lead and work in collaboration with the Future Leaders Series team to ensure the successful planning and organisation of the YAIA FLS. • Attend regular planning meetings with the FLS team • Support the strategic planning to develop FLS 25 theme • Oversee the work of the FLS team to ensure the successful delivery of the series, including to support them to: <ul style="list-style-type: none"> ○ Research and draft proposals for program items exploring the specific theme of Conflict Resolution and Risk Reduction ○ Support event logistics, including organising speakers, moderators, and Extension program, which will enable policy pitch competition winners to present their pitch to our funding partner. ○ Monitor, triage and respond to queries sent to the FLS inbox. ○ Prepare materials including briefings and handbooks and session resources. ○ Manage participant registrations. ○ Support the preparation of post-series evaluations. • Maintain regular email contact with Future Leaders Series Project Officers and the Executive Leadership Team. Hold fortnightly check-in team meetings. 	60%
Relationship management and networking	<ul style="list-style-type: none"> • Create and maintain relationships with a range of individuals and other organisations in international affairs, including prospective speakers and sponsors, working in conjunction with Finance, Partnerships and Events portfolios • Direct outreach to external stakeholders involved in the Series • Oversee and ensure appropriate management of networks on the part of the FLS team. • Actively promote the work of YAIA and appropriately represent YAIA, including attending other international affairs events. 	30%
Reporting	<ul style="list-style-type: none"> • Liaise with and report back to the Chief Events Officer and the Executive Leadership Team about the ongoing work of the FLS team. • Participate in monthly Extended Leadership Team meetings. 	10%

KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs and this year's theme, Conflict Resolution and Risk Reduction.

- ✓ Excellent leadership, people management and interpersonal skills, including an ability to network and liaise with a range of high level stakeholders
- ✓ Ability to think and plan strategically
- ✓ Excellent time management and organisation
- ✓ Outstanding written and verbal communication

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous leadership experience in a not-for profit organisation
- ✓ Ability to work to agreed deadlines and professional standards
- ✓ Demonstrated experience in project delivery and/or event planning
- ✓ Previous experience in volunteer management

OTHER CRITERIA

Applicants must be:

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

INTERESTED?

Applications for the position of Future Leaders Series Director 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 people@youngausint.org.au (with e.conroy@youngausint.org.au cc'd).

We encourage you to apply as soon as possible, as interviews will be conducted on a rolling basis. Shortlisted candidates will be contacted for an interview (via Google Meet).