



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

Young Australians in International Affairs is looking for a Chief Operations Officer (COO) who will be responsible for overseeing internal operations for Young Australians in International Affairs. The COO is responsible for the efficient and effective functioning of the organisation and will support the creation of whole-of-organisation strategy and operations.

Reporting to the CEO, the COO is a key member of the Senior Executive team (composed of the Chief Executive Officer, Chief Financial Officer, Chief People Officer and Chief Events Officer) and the Extended Leadership Team (which includes the Senior Executive team, Directors and Senior Officers).

The COO will individually manage and support Directors for the two following YAIA portfolios: Careers and Publications. The COO will also oversee the administration and governance of YAIA. The COO will play a critical role in ensuring that YAIA achieves and maintains its vision, mission and values. The COO will be a confident leader who is passionate about opening opportunities for students and young professionals in international affairs and has a demonstrated background in the not-for-profit sector.

KEY INFORMATION

Title: Chief Operations Officer

Length of Appointment: 12 months

(3 month probation period)

Reports To: Chief Executive 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
Internal Operations	<ul style="list-style-type: none">Manage and oversee the Publications, Careers and Administration and Governance functions of YAIA	40%

	<ul style="list-style-type: none"> ● Ensuring that YAIA achieves and maintains its vision, mission and values 	
Leadership	<ul style="list-style-type: none"> ● Assist the functions and objectives of Directors and Officers to achieve their KPIs ● Maintain regular contact with all Directors 	30%
Reporting	<ul style="list-style-type: none"> ● Provide regular reports 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 and relationship management	<ul style="list-style-type: none"> ● 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
- ✓ 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 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:

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

INTERESTED?

Applications for the position of Chief Operations Officer, as well as any queries, 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).