



## Partnerships 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 Partnerships Officer is responsible for increasing visibility and engagement of YAIA within the corporate, academic, government and not-for-profit sectors, to increase the organisation's portfolio of sponsors and partners. They will work closely with the Chief of External Engagement (CEE) to plan outward engagement of stakeholders, including research, development of outreach products, application for funding streams such as grants, and preparation for and participation in stakeholder meetings. A Partnership Officer will also undertake strategic thinking in order to align partners with the organisation's needs and events.

### KEY INFORMATION

<b>Title:</b> Partnership Officer	<b>Length of Appointment:</b> 12 months (3 month probation period)
<b>Reports To:</b> Chief of External Engagement	<b>Commitment:</b> 3 hours per week (approximately)
<b>Role Type:</b> Voluntary- volunteers will not be remunerated for their time	

### ROLES AND RESPONSIBILITIES

Task	Description	% of Role
<b>Writing, proofreading and editing</b>	<ul style="list-style-type: none"> <li>Draft and refine outreach products to support YAIA's communication with key stakeholders.</li> </ul>	35%
<b>Networking and relationship management</b>	<ul style="list-style-type: none"> <li>Supporting ongoing relationships with a range of individuals and other related organisations in international affairs, with a view to enhance YAIA's engagement with young Australians.</li> </ul>	35%

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	<ul style="list-style-type: none"> <li>• Strong communication and organisational skills to brief the Executive team on partnership opportunities that come through the Engagement mailbox.</li> <li>• Maintain regular contact with the CEE by adhering to the 24hr react/response policy.</li> <li>• Managing the Engagement mailbox.</li> </ul>	
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Work with the CEE to develop strategic partnerships, including long-term funding plans for the organisation.</li> </ul>	10%
<b>Representation</b>	<ul style="list-style-type: none"> <li>• Represent YAIA by communicating and interacting with members of the international affairs community.</li> <li>• Actively promote the work of YAIA.</li> </ul>	20%

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### KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated experience communicating with stakeholders, either internal or external
- ✓ Excellent relationship-building and interpersonal skills
- ✓ Outstanding written and verbal communication
- ✓ Ability to network and liaise with a range of high level stakeholders
- ✓ Ability to think and plan strategically

### DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in a not-for profit organisation
- ✓ Previous experience in volunteer management
- ✓ Demonstrated knowledge of and interest in international affairs

### OTHER CRITERIA

Applicants must be:

- ✓ Australian citizens or permanent residents or working/studying in Australia
- ✓ Aged between 18 and 30 years of age

### INTERESTED?

Applications for the position of Partnerships Officer should be addressed to Emily Conroy, Chief People Officer, Young Australians in International Affairs. Please email a C.V. (no longer than 2 pages) and a one-page cover letter, attached as one document, to [people@youngausint.org.au](mailto:people@youngausint.org.au) (with [e.conroy@youngausint.org.au](mailto: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).