



## Editor - 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

Editors work closely as a team with the Publications Director to review, edit, format and upload Fellowship articles and ad-hoc submissions to *Insights* as well as *Policy Briefs* to the YAIA website. Editors provide advice and guidance to fellows and other authors to help improve their understanding of publishing and ability to develop quality submissions.

### KEY INFORMATION

<b>Title:</b> Editor	<b>Length of Appointment:</b> 12 months (3 month probation period)
<b>Reports To:</b> Publications Director	<b>Commitment:</b> 5 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>Editorial</b>	<ul style="list-style-type: none"> <li>Provide editorial support and mentorship for YAIA's fellows and ad hoc contributors, ensuring blog articles published on <i>Insights</i> are stylistically and tonally consistent with the organisation's Publication Guidelines</li> <li>Edit policy briefs received from contributors to YAIA's website, ensuring the style and tone are consistent with the organisation's Publication Guidelines</li> </ul>	60%
<b>Teamwork and strategy</b>	<ul style="list-style-type: none"> <li>Liaise with and report back to the Publications Director about <i>Insights</i> and policy briefs sections of the Publications portfolio on a regular basis</li> <li>Contribute to strategic planning and considering the portfolio's operational goals</li> </ul>	25%

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- Attend and contribute to monthly Publications team meetings

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### Networking and relationship management

- Work with the Publications Director to develop a database of key contacts across the academic, government, private and not-for-profit sectors interested in contributing policy briefs to YAIA 15%
  - Revise and provide feedback on ad hoc submissions to *Insights* and respond to contributors with edits in a timely manner (within 5 working days)
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## KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Excellent writing and editing skills
- ✓ Exceptional time management and organisational skills
- ✓ Outstanding written and verbal communication
- ✓ Ability to network and liaise with a range of stakeholders, including fellows, contributors, sponsors and professional development industry partners

## DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in a not-for profit organisation
- ✓ Previous experience in volunteer management
- ✓ Previous editorial experience
- ✓ Previous experience with Trello and Slack, or similar communication and project management tools

## OTHER CRITERIA

Applicants must be:

- ✓ Aged between 18 and 30 years of age, and
- ✓ Australian citizens or permanent residents, or
- ✓ In Australia, on a work and/or study visa.

## INTERESTED?

Any questions regarding the position of Editor should be addressed to Lucy Haley, Publications Director at [l.haley@youngausint.org.au](mailto:l.haley@youngausint.org.au) and applications should be addressed to Zuzanna Kaczynska, 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](mailto:people@youngausint.org.au) (with [cpo@youngausint.org.au](mailto:cpo@youngausint.org.au) cc'd).

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