



National Conference 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 National Conference Director is responsible for overseeing the organisation, planning and delivery of the YAIA National Conference, to be held in Melbourne in September 2025. **The theme is 'Diplomacy on the Brink: Navigating Existential Crises in the 21st Century'.**

The successful applicant will be based in Melbourne, and will lead and work with a team of volunteers to organise and deliver the Conference. Over two days, 100 young leaders from across Australia will come together with a range of experts across government, academia, think-tanks and industry; pitch their policy ideas on how Australia can uphold and promote its interests in an increasingly complex world; and engage in a range of professional and leadership development workshops. The National Conference Director is a key member of the Extended Leadership Team and will work closely alongside other National Directors and Senior Executives.

KEY INFORMATION

Title: National Conference Project Director

Length of Appointment: 6 months
(1 month probation period)

Reports To: Chief Events Officer

Commitment: 5-6 hours per week (approximately)
before the conference, with greater time
commitment at the time of the conference.

Role Type: Voluntary - volunteers will not be remunerated for their time

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
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Conference Planning, Management & Leadership	<ul style="list-style-type: none"> • Lead and work in collaboration with the National Conference team to ensure the successful planning and delivery of the YAIA National Conference including leading and supporting them to: <ul style="list-style-type: none"> ○ Research and draft of proposals for conference program items exploring international affairs fields. ○ Support event logistics, including organising speakers, moderators, venue bookings and catering. ○ Monitor, triage and respond to queries sent to the conference inbox. ○ Prepare conference materials including briefing materials and handbooks. ○ Manage participant registrations. ○ Support the preparation of post-conference evaluations. • Support strategic planning to develop the conference theme • Manage a team of National Conference Project Officers and Event Officers supporting this project 	60%
Relationship management and networking	<ul style="list-style-type: none"> • Create and maintain relationships with a range of individuals and external organisations in international affairs, including prospective speakers and sponsors, particularly those based in Melbourne. • Oversee and ensure appropriate management of networks on the part of the National Conference 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 National Conference team. • Participate in monthly Extended Leadership Team meetings. 	10%

KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ 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
- ✓ Demonstrated ability to liaise with a range of external and internal stakeholders and foster relationships with integrity to the YAIA brand and values
- ✓ Excellent time management and organisation
- ✓ Outstanding written and verbal communication

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in a not-for profit organisation
- ✓ Ability to work to deadlines

- ✓ 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 National Conference 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).