



Chief Executive 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

YAIA is seeking to appoint a new Chief Executive Officer (volunteer). The CEO is responsible for driving the strategic direction of the organisation, ensuring it delivers against its vision and overseeing the operations of the organisation. The CEO also serves as a director of the organisation under the *Corporations Act 2001*.

The CEO is responsible for constructing an organisational strategy for YAIA and plays a critical role in ensuring that YAIA achieves its mission. The CEO will direct and oversee the operations of the whole organisation and the success of its portfolios against this mission. The CEO acts as the spokesperson for YAIA and is responsible for managing and creating relationships with key stakeholders. The CEO works with the organisation's Chief Operations Officer and the Chief Financial Officer to ensure the organisation's compliance with relevant legal and financial requirements. The CEO will be an experienced leader and highly motivated individual who is passionate about engaging the next generation of Australian leaders in international affairs.

The role is a unique opportunity to lead a large, well-established organisation into its next phase. The position is ideally suited to a young professional with prior professional experience in government or a think-tank and strong demonstrated prior experience in operations and people management.

KEY INFORMATION

Title: Chief Executive Officer

Length of Appointment: 18 months - 2 years

Commitment: 10-15 hours per week (approx.)

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

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Organisational Leadership	• Planning and implementation of a whole-of-organisation strategy with short and long-term goals for the achievement of YAIA's mission. • Work with the Chief Operations Officer to ensure that volunteers have clear goals and are able to work effectively and on-schedule. • Working with the Chief Financial Officer to ensure the budget is maintained, stakeholder transparency and that organisation is meeting guidelines. • Provide exemplary leadership to the whole of YAIA through effective communication, and facilitating excellent performance and organisational culture • Identify and address opportunities and risks to YAIA's operations.	50%
Networking and relationship management	• Act as the primary representative of YAIA to the public, our network, and our benefactors. • Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community • Actively work to expand YAIA's professional networks.	30%
Representation	• Actively promote the work of Young Australians in International Affairs. • Seek to enhance YAIA's national profile and promote its mission • Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community in person and online.	20%

KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated leadership and interpersonal skills
- ✓ A dynamic problem solver who thinks outside the box
- ✓ Previous experience in volunteer management
- ✓ Previous professional experience in government or a think-tank
- ✓ Strong network amongst government, think-tank and academic stakeholders

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous leadership experience in a not-for profit organisation
- ✓ Previous experience acting as a director
- ✓ Previous experience or familiarity with YAIA

OTHER CRITERIA

Applicants must be:

- ✓ Australian citizens or permanent residents
- ✓ In Australia, on a work or study visa
- ✓ Aged between 18 and 30 years of age
- ✓ Willing to act as a director and comply with requirements under the *Corporations Act 2001*

Please note YAIA strongly encourages people from diverse backgrounds including Aboriginal and Torres Strait Islander applicants to apply for the position. YAIA actively includes and values people with diverse contributions and we are happy to answer any questions applicants may have.

INTERESTED?

Applications for the position of Chief Executive Officer 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 (with cpo@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).

QUESTIONS?

Any questions or queries should be directed to Zuzanna Kaczynska, Chief People Officer.