



Events 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 Events Director leads YAIA's national Events function, supporting the delivery of engaging, inclusive and youth-relevant events across Canberra, Melbourne, Sydney and Brisbane. The role provides leadership and support to Events Leads and Officers and works closely with the Chief Events Officer to ensure events contribute to YAIA's broader objectives.

KEY INFORMATION

Title: Events Director	Length of Appointment: 12 months (3 month probation period)
Reports To: Chief Events Officer	Commitment: 3-5 hours per week (approximately)
Role Type: Voluntary - volunteers will not be remunerated for their time	

ROLES AND RESPONSIBILITIES

Task	Description	%
Event Planning & Delivery	- Oversee Events teams in planning and delivering events. - Review event proposals and briefs for CVO approval. - Develop new event concepts with Events Leads. - Support the planning and delivery of key YAIA programs and events, including the Future Leaders Series, National Conference and Young Women to Watch. - Support on-the-ground event delivery and liaise with Communications on event promotion.	50%
Leadership	- Provide leadership and guidance to Events Leads and Officers. - Support Events teams to achieve their objectives and KPIs. - Foster effective communication and collaboration across Events teams. - Support the onboarding and development of Events Officers.	30%

Networking and relationship management	● Build and maintain relationships with individuals and organisations in international affairs to support collaboration and partnerships. ● Promote YAIA's work, events and programs to relevant external stakeholders.	10%
Reporting	● Provide regular updates to the CVO on Events team operations and priorities. ● Attend quarterly Events team meetings, monthly Extended Leadership Team meetings and fortnightly 1:1s with the CVO. ● Ensure Events Leads document key learnings and evaluations following each event.	10%

KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs.
- ✓ Demonstrated leadership, people management and interpersonal skills.
- ✓ Previous experience in event and/or volunteer management.
- ✓ Strong strategic planning, organisational and problem-solving skills.
- ✓ Excellent written and verbal communication skills.
- ✓ Ability to build relationships and liaise effectively with stakeholders.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in a not-for profit organisation
- ✓ Previous experience in volunteer management
- ✓ Bachelor's degree or higher in a discipline related to international affairs

OTHER CRITERIA

Applicants must be:

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

INTERESTED?

Applications for the position of Events Director should be addressed to Zuzanna Kaczynska, the Chief People Officer, Young Australians in International Affairs.

Please email a max two page 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 are excited to hear from you! Applications will be reviewed on a rolling basis, so we encourage you to apply earlier. Here is a link to our FAQ:

<https://www.youngausint.org.au/join-us>

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