



Operations 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 Operations Officer will be responsible for supporting the Chief Operations Officer (COO) with internal operations for Young Australians in International Affairs to ensure the efficient and effective functioning of the organisation.

The successful applicant will assist with the administration and governance of YAIA including supporting internal communication, compiling organisational reports and implementing internal strategic initiatives. The Operations Officer plays an important role in ensuring that YAIA achieves and maintains its vision, mission and values.

KEY INFORMATION

Title: Operations Officer	Length of Appointment: 12 months
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(3 month probation period)

Reports To: Chief Operations Officer	Commitment: 3 hours per week
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(approximately)

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

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Internal Operations	<ul style="list-style-type: none"> Assisting the COO to deliver on the Administration and Governance functions of YAIA Evaluate internal programs to ensure they remain fit-for-purpose and contribute to YAIA's vision, mission and values Supporting internal communications and strategic initiatives and relationships across YAIA's portfolios. Compiling and organising updates from portfolios for reporting and internal communication 	55%

	<ul style="list-style-type: none"> ● Implementing internal strategic thinking to improve efficiency and internal engagement e.g. supporting the COO and Chief People Officer with the internal engagement strategy 	
Reporting	<ul style="list-style-type: none"> ● Researching governance and compliance requirements at an organisational level (for external reporting and engagement) ● Support the COO in ensuring YAIA's compliance and regulation processes are up to date. ● Assist in ensuring that YAIA remains up to date on its governance and reporting as per the Australian Charities and Not-for-profit Commission and Australian Securities & Investments Commission 	35%
Networking and External Engagement	<ul style="list-style-type: none"> ● Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community ● Actively promote the work of Young Australians in International Affairs 	10%

KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Outstanding written and verbal communication
- ✓ Strong planning and organisational skills
- ✓ Strong ability to work independently and take initiative
- ✓ Confident in organisational governance and administration
- ✓ Willingness to review and implement internal programs

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in a not-for profit organisation

OTHER CRITERIA

Applicants must be:

- ✓ An Australian citizen or permanent resident; or
- ✓ On an Australian work/ study visa
- ✓ Aged between 18 and 30 years of age

INTERESTED?

Applications for the position of Operations Officer, as well as any queries, should be addressed to the 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).