



## 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 is responsible for managing and overseeing regular in-person events that are engaging, inclusive and youth-relevant. This includes panels, workshops and social events run by events teams in Canberra, Melbourne, Sydney and Brisbane.

Reporting to the CVO, the Events Director is a key member of the Extended Leadership Team (which includes the Senior Executive team, Directors and Senior Officers).

### KEY INFORMATION

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

### ROLES AND RESPONSIBILITIES

Responsibility	Description	% of Role
<b>Event Planning</b>	<ul style="list-style-type: none"> <li>• Work with the events teams (particularly Events Leads) to manage in-person events.</li> <li>• Support Events Officers to draft Event Proposals for CVO aimed at engaging the next generation of Australian leaders.</li> <li>• Pitch new event concepts to CVO and relevant Events Leads.</li> <li>• Assist with reviewing event briefs, to be sent to CVO for final review and sign off.</li> <li>• Attend YAIA events where applicable and support with on-the-ground event management.</li> </ul>	50%

	<ul style="list-style-type: none"> <li>• Support with planning of keyYAIA Programs and Events including Future Leaders Series, National Conference, and Young Women to Watch.</li> <li>• Liaise with YAIA Communications Director to ensure accurate information regarding event promotion is provided proactively to the Communications team.</li> </ul>	
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Oversee the Lead Events Officers and Events Officers, ensuring that they have support when planning and running events.</li> <li>• Assist the functions and objectives of Events teams to achieve their KPIs.</li> <li>• Ensure Event Leads are hosting regular team meetings.</li> <li>• Support onboarding of new Events Officers.</li> <li>• Maintain regular contact with all Events Leads.</li> </ul>	30%
<b>Networking and relationship management</b>	<ul style="list-style-type: none"> <li>• Create and maintain relationships with a range of individuals and other related organisations in international affairs to collaborate events with.</li> <li>• Actively promote the work of Young Australians in International Affairs, including promoting upcoming events and programs.</li> </ul>	10%
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Provide regular reports to the CVO on internal operations.</li> <li>• Attend quarterly Events team meetings.</li> <li>• Attend monthly Extended Leadership Team meetings alongside Senior Executive team members. Attend fortnightly 1:1 meetings with CVO.</li> <li>• Ensure Events Leads document key learnings and evaluations upon the conclusion of each event.</li> <li>•</li> </ul>	10%

### KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Demonstrated leadership, people management and interpersonal skills
- ✓ Excellent leadership, people management and interpersonal skills
- ✓ Previous experience in event and/or volunteer management
- ✓ Ability to think and plan strategically
- ✓ Outstanding written and verbal communication
- ✓ Ability to network and liaise with a range of stakeholders
- ✓ Strong planning and organisational skills

### 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:

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

## INTERESTED?

Applications for the position of Events Director should be addressed to Emily Conroy, 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](mailto:people@youngausint.org.au) (with [cpo@youngausint.org.au](mailto:cpo@youngausint.org.au) cc'd). We encourage you to apply as soon as possible, as interviews will be conducted on a rolling basis.

You can find our Application FAQ's here: <https://www.youngausint.org.au/join-us>, or please reach out to [people@youngausint.org.au](mailto:people@youngausint.org.au) with any queries.

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