



## Chief People 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 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

Young Australians in International Affairs is looking for a Chief People Officer (CPO) who will be responsible for overseeing personnel management and people policy development for Young Australians in International Affairs.

Reporting to the CEO, the CPO is a key member of the Senior Executive team (composed of the Chief Executive Officer, Chief Financial Officer, Chief Operations Officer, Chief Events Officer and Chief of External Engagement) and the Extended Leadership Team (which includes the Senior Executive team, Directors and Senior Officers).

The CPO will manage the People and Policy portfolio, with direct responsibility for recruitment, cyber-security, and governance, and other functions relating to personnel management. The CPO will play a critical role in ensuring that YAIA achieves and maintains its vision, mission and values. The CPO will be a confident leader who is passionate about opening opportunities for students and young professionals in international affairs and has a demonstrated background in the not-for-profit sector.

### KEY INFORMATION

**Title:** Chief People Officer **Length of Appointment:** 12 months

(3 month probation period)

**Reports To:** Chief Executive Officer **Commitment:** 5-8 hours per week  
(approximately)

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

### ROLES AND RESPONSIBILITIES

Task	Description	% of Role
<b>Internal Operations</b>	<ul style="list-style-type: none"> <li>Manage and oversee the People and Policy function of YAIA</li> <li>Lead the development and maintenance of YAIA's people policies</li> </ul>	40%

	<ul style="list-style-type: none"> <li>● Alleviate miscommunication and misunderstandings by harmonising interests between stakeholders in a professional and ethical manner.</li> <li>● Promote and ensure an inclusive organisational culture by dealing with diverse problems as they arise, including those relating to cyber security, ethical conduct, and respect for all forms of human diversity</li> <li>● Ensuring that YAIA achieves and maintains its vision, mission and values</li> </ul>	
<b>Leadership</b>	<ul style="list-style-type: none"> <li>● Support the People and Policy Officers to fulfil their responsibilities</li> <li>● Maintain regular contact with all People and Policy Officers, Directors and Senior Officers to ensure any volunteer concerns are identified and addressed promptly</li> </ul>	30%
<b>Reporting &amp; Meetings</b>	<ul style="list-style-type: none"> <li>● Provide regular reports to the CEO on internal operations.</li> <li>● Participate in monthly Extended Leadership Team meetings alongside Senior Executive team members, C-Suite meetings and meeting regularly with the P&amp;P Team</li> </ul>	20%
<b>Networking and relationship management</b>	<ul style="list-style-type: none"> <li>● Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community</li> <li>● Actively promote the work of Young Australians in International Affairs</li> </ul>	10%

## KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Demonstrated leadership, people management and interpersonal skills
- ✓ Previous experience in volunteer management
- ✓ Outstanding written and verbal communication
- ✓ Ability to network and liaise with a range of high-level stakeholders
- ✓ Strong planning and organisational skills
- ✓ Confident in organisational governance and administration

## DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

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

## OTHER CRITERIA

Applicants must be:

- ✓ Australian citizens or permanent residents
- ✓ On an Australian work/study visa
- ✓ Aged between 18 and 30 years of age

## INTERESTED?

Applications for the position of CPO should be addressed to 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](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. 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).