



## Partnerships 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 Partnerships Officer is responsible for increasing awareness of Young Australians in International Affairs within the corporate, academic, government and not-for-profit sectors, to increase the organisation's portfolio of sponsors and partners. They will work closely with the Partnerships Director to secure monetary and in-kind sponsorships, as well as other forms of non-financial support, for various events and initiatives.

### KEY INFORMATION

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

### ROLES AND RESPONSIBILITIES

Task	Description	% of Role
<b>Writing, proofreading and editing</b>	<ul style="list-style-type: none"> <li>Research, draft and refine funding proposals for prospective sponsors, taking into account the individual priorities of the organisations.</li> </ul>	40%
<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, with a view to securing sponsors and in-kind support for the organisation.</li> </ul>	25%

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	<ul style="list-style-type: none"> <li>Monitoring the engagement email, sharing opportunities with relevant YAIA portfolios.</li> <li>Maintain regular phone and/ or email contact with the Partnerships Director.</li> </ul>	
<b>Planning</b>	<ul style="list-style-type: none"> <li>Work with the Partnerships Director to develop a strategic partnerships plan, including a long-term funding plan for the organisation.</li> <li>Work with the Future 21 Director to develop a funding plan for the organisation's annual conference.</li> </ul>	25%
<b>Representation</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%

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## KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Excellent leadership, people management and interpersonal skills
- ✓ Ability to think and plan strategically
- ✓ Outstanding written and verbal communication
- ✓ Ability to network and liaise with a range of high level stakeholders

## DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in a not-for profit organisation
- ✓ Previous experience in volunteer management
- ✓ Demonstrated experience writing funding proposals and securing funding.

## OTHER CRITERIA

Applicants must be:

- ✓ Australian citizens or permanent residents
- ✓ Aged between 18 and 30 years of age

## INTERESTED?

Applications for the position of Partnerships Director should be addressed to Angus Russo, People and Culture Director, Young Australians in International Affairs.

Please email a C.V. and a one-page cover letter, attached as one document, to: [a.russo@youngausint.org.au](mailto:a.russo@youngausint.org.au) by COB Monday 25th July, 2022.

Shortlisted candidates will be contacted for an interview (in-person or via Zoom).