



## Chief Operating Officer (COO) - POSITION DESCRIPTION

### ABOUT YOUNG AUSTRALIANS IN INTERNATIONAL AFFAIRS

Young Australians in International Affairs is an Australian not-for profit organisation dedicated to fostering the next generation of Australian perspectives and leadership in international affairs and to building the high calibre leaders necessary to navigate Australia's future in the Indo-Pacific century.

### ABOUT THE ROLE

Reporting to the CEO, the COO will be a key member of the Extended Leadership Team and is responsible for overseeing Young Australians in International Affairs internal operations. The COO will manage the organisation's overall Corporate Functions and will play a critical role in ensuring that Young Australians in International Affairs achieves its mission. The COO will be a confident leader who is passionate about opening opportunities for students and young professionals in international affairs.

### KEY INFORMATION

<b>Title:</b> COO	<b>Length of Appointment:</b> 12 months (3 month probation period)
<b>Reports To:</b> Chief Executive Officer	<b>Commitment:</b> 10 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>Internal Operations</b>	<ul style="list-style-type: none"><li>• Manage and oversee the Corporate Functions of Young Australians in International Affairs</li><li>• Provide regular reports to the CEO on internal operations</li><li>• Assist the CEO and Corporate Engagement Director in fundraising ventures</li></ul>	60%
<b>Leadership</b>	<ul style="list-style-type: none"><li>• Provide strategic guidance to the functions of Young Australians in International Affairs and support those functions to achieve their objectives</li><li>• Maintain regular phone and/or email contact with all direct reports</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%
<b>Reporting</b>	<ul style="list-style-type: none"> <li>● Provide regular updates to the CEO</li> <li>● Participate in monthly Extended Leadership Team meetings</li> <li>● Take minutes at monthly Extended Leadership Team meetings</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
- ✓ Understanding of business functions such as strategy, operations, and HR
- ✓ 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
- ✓ Bachelors 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

## INTERESTED?

Applications for the position of Careers Director should be addressed to Mercedes Page, Chief Executive Officer, Young Australians in International Affairs.

Please email a C.V. and a one-page cover letter, attached as one document, to [ceo@youngausint.org.au](mailto:ceo@youngausint.org.au).

Shortlisted candidates will be contacted for an interview (in person and/or Skype).