



## Publications Director - 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

The Publications Director is responsible for Young Australians in International Affairs Fellowship Program and overall oversight of the publications portfolio, including *Policy Lab*. The Publications Director will manage the *Insights* publication and strategic planning to promote and develop the Fellowship Program and other Young Australians in International Affairs publications in the media with academic institutions and government agencies. The Publications Director is a key member of the Extended Leadership Team and will work closely alongside other National Directors and Branch Directors.

### KEY INFORMATION

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|--|---|
| <b>Title:</b> Publications Director  | <b>Length of Appointment:</b> 12 months<br>(3 month probation period) |
| <b>Reports To:</b> Chief Executive Officer                                     | <b>Commitment:</b> 10 hours per week<br>(approximately)               |
| <b>Role Type:</b> Voluntary- volunteers will not be remunerated for their time |   |

### ROLES AND RESPONSIBILITIES

| Task  | Description   | % of Role |
|---|---|-----------|
| <b>Fellowship Program</b>                     | <ul style="list-style-type: none"> <li>Oversee the planning, organisation and successful delivery of the Fellowship program,</li> <li>Appoint and manage new Fellows every six months, ensuring that each Fellow publishes at least one article every month</li> <li>Edit, format and upload articles from Fellows to Young Australians in International Affairs Insights blog</li> </ul> | 50%       |
| <b>Networking and relationship management</b> | <ul style="list-style-type: none"> <li>Develop a database of key contacts across the academic, government, private, not-for-profit and media sectors interested in contributing one-off submissions to Young Australians in International Affairs <i>Insights</i> blog or interested in working with Fellows in external partnerships.</li> </ul>   | 20%       |

|                   |   |     |
|-------------------|---|-----|
| <b>Leadership</b> | <ul style="list-style-type: none"> <li>• Manage eleven Fellows and provide feedback on their submissions to <i>Insights</i></li> <li>• Manage the Editorial Team, providing them with guidance on editing Fellowship articles and policy briefs</li> <li>• Manage the Editor-in-Chief and assist them with their policy writing and editing duties.</li> <li>• Maintain phone and email contact with the Editor-in-Chief, Editors, Fellows and and hold regular Publications team meetings</li> </ul> | 20% |
| <b>Reporting</b>  | <ul style="list-style-type: none"> <li>• Liaise with and report back to the Extended Leadership Team about the operations of the Publications Team</li> <li>• Participate in monthly Extended Leadership Team meetings</li> </ul>   | 10% |

## 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
- ✓ Demonstrated editorial experience

## DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous experience in a not-for profit organisation
- ✓ Previous experience in volunteer management
- ✓ Previous experience in policy writing, journalism and/or academic writing

## 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 Belle Davenport, Director of Strategy, People & Culture, Young Australians in International Affairs.

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

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