

Chief Operations Officer - 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 Chief Operations Officer is responsible for the successful operation of the organisation's seven state and territory branches. The successful applicant will oversee a team of around 30 volunteers, including seven direct reports, to organise and deliver a range of events and projects across Australia, and create and maintain partnerships with key stakeholders. The Chief Operations Officer will be a key member of the Extended Leadership Team and will work closely alongside other National Directors and Branch Directors.

KEY INFORMATION

Title: Chief Operations Officer	Length of Appointment: 12 months (3 month probation period)
Reports To: Chief Executive Officer	Commitment: 7 hours per week (approximately)
Role Type: Voluntary- volunteers will not be remunerated for their time	

ROLES AND RESPONSIBILITIES

Task	Description	% of Role
Representation	<ul style="list-style-type: none"> Represent Young Australians in International Affairs Actively promote the work of Young Australians in International Affairs 	10%
Networking and relationship management	<ul style="list-style-type: none"> Create and maintain relationships with a range of high-level stakeholders in Australia's international relations, defence and security sectors Work with the Director of Corporate Engagement to pursue appropriate sponsors 	20%
Event management	<ul style="list-style-type: none"> Oversee the planning, organisation and successful delivery of Branch events strategies; a total of 25-30 events per year across Australia 	30%
Leadership	<ul style="list-style-type: none"> Provide guidance and mentoring to Branch Directors to ensure successful delivery of events Convene and chair monthly Extended Leadership Team meetings Lead recruitment of Branch Directors, as required, and provide support for other Branch recruitment 	35%

	processes	
	<ul style="list-style-type: none"> • Resolve resourcing issues within Branches as required 	
Other duties as reasonably required	<ul style="list-style-type: none"> • To be negotiated with the Chief Executive Officer as required 	5%

KEY SKILLS, KNOWLEDGE AND ABILITIES

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

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Previous leadership experience in a not-for profit organisation
- ✓ Previous experience in volunteer management
- ✓ Demonstrated experience in project delivery and event planning

OTHER CRITERIA

Applicants must be:

- ✓ Australian citizens or permanent residents

INTERESTED?

Applications for the position of Chief Operations Officer 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.

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