



## Partnerships 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 Partnerships Director is responsible for growing 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 also work closely with the Chief Executive Officer and Chief Operations Officer to secure monetary and in-kind sponsorship for the conference. The Partnerships Director is a key member of the Extended Leadership Team and will work closely alongside other National Directors and Branch Directors.

### KEY INFORMATION

<b>Title:</b> Partnerships Director	<b>Length of Appointment:</b> 12 months (3 month probation period)
<b>Reports To:</b> Chief Executive Officer	<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>Planning</b>	<ul style="list-style-type: none"> <li>Work with the Chief Operations Officer to develop a strategic partnerships plan, including a long-term funding plan for the organisation.</li> </ul>	25%
<b>Writing and editing</b>	<ul style="list-style-type: none"> <li>Draft funding proposals for prospective sponsors, taking into account the individual priorities of the organisations.</li> </ul>	25%
<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> <li>Represent Young Australians in International Affairs by communicating and interacting with members of the international affairs community</li> </ul>	20%

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Oversee the work of the Partnerships Officer to advance the organisation's funding and sponsorship priorities.</li> <li>• Maintain regular phone and/ or email contact with the Partnerships Officer</li> </ul>	10%
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Liaise with and report back to the Executive Leadership Team about the operations of the Partnerships Team</li> <li>• Participate in monthly Extended Leadership Team meetings</li> </ul>	10%
<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%

## 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 Kate Clayton, Chief Operations Officer, Young Australians in International Affairs.

Please email a C.V. and a one-page cover letter, attached as one document, to: [k.clayton@youngausint.org.au](mailto:k.clayton@youngausint.org.au) by COB Friday 5th November, 2021.

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