



## Editor in Chief - 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 Editor-in-Chief will provide editorial oversight for *Policy Lab* and *Insights*, working closely with the Publications Director and other Editors to edit, format and upload submissions to the Young Australians in International Affairs website. The Editor-in-Chief will manage the Policy portfolio, developing a database of networks to secure policy submissions for *Policy Lab*. The Editor-in-Chief will work with *Future Leaders Series* and *Future 21* participants to submit policy briefs to the Young Australians in International Affairs website.

### KEY INFORMATION

<b>Title:</b> Editor-in-Chief	<b>Length of Appointment:</b> 12 months (3 month probation period)
<b>Reports To:</b> Publications Director	<b>Commitment:</b> 5 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>Editorial</b>	<ul style="list-style-type: none"> <li>Provide editorial leadership for Young Australians in International Affairs', ensuring blog articles and policy submissions published on <i>Insights</i> are consistent with the style and tone of the organisation's Publication Guidelines</li> <li>Edit policy briefs received from contributors to Young Australians in International Affairs website, ensuring the style and tone are consistent with the organisation's Publication Guidelines</li> </ul>	50%
<b>Networking and relationship management</b>	<ul style="list-style-type: none"> <li>Work with the Publications Director to develop a database of key contacts across the academic, government, private and not-for-profit sectors who are interested in contributing policy briefs to Young Australians in International Affairs</li> </ul>	30%

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	<ul style="list-style-type: none"> <li>● Revise and provide feedback on ad hoc submissions to <i>Policy Lab</i> and <i>Insights</i>, responding to contributors with edits in a timely manner (within 5 working days)</li> </ul>	
<b>Leadership and Teamwork</b>	<ul style="list-style-type: none"> <li>● Manage a team of Policy Editors, providing them with guidance on editing policy briefs</li> <li>● Liaise with and report back to the Publications Director about <i>Insights</i> and <i>Policy Lab</i> sections of the Publications portfolio on a regular basis</li> <li>● Attend and contribute to monthly Publications team meetings</li> </ul>	20%

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## KEY SKILLS, KNOWLEDGE AND ABILITIES

- ✓ Demonstrated knowledge of and interest in international affairs
- ✓ Excellent writing and editing skills
- ✓ Excellent leadership, people management and interpersonal skills
- ✓ Exceptional time management and organisational skills
- ✓ 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
- ✓ Previous editorial experience

## OTHER CRITERIA

Applicants must be:

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

## INTERESTED?

Applications for the position of Editor-in-Chief 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).