



United  
Nations  
Association  
of Australia  
Young Professionals

# National Career and Training Executive

## About Us

The United Nations Association of Australia (UNAA) Young Professionals (YP) Network is an organisation that seeks to create and support global change makers to create a safer, fairer and more sustainable world, by engaging Australians in the work of the United Nations (UN). We aim to engage the community and build an environment to support the work of the UN by:

- Providing career pathway advisory programs to ascertain careers within UN agencies or international development organisations;
- Creating social change and advocacy platforms where Australians can have a voice on the most important issues; and
- Building capabilities and relationships within organisations to support the ideals of the UN.

## Our Values

Focus on **Collaboration**

**Flexibility** in Everything We Do

Make an **Impact**

We Operate on a **Single Vision**

## Our People

The UNAA YP team are all volunteers, working tirelessly to create a safer, fairer and more sustainable world. We are a diverse mix of university students, young professionals and established professionals, from a broad range of career and academic backgrounds. Anyone who is willing to work hard and make a contribution to the UNAA YP Network is welcome on our team. We provide a unique opportunity for people to take up leadership positions to create lasting change.

## How to Apply

Please apply through the following form: <http://www.unaa.org.au/prospective-volunteer/>

For any questions please email [yp.recruitment@unaa.org.au](mailto:yp.recruitment@unaa.org.au)

## **What Is It?**

<b>Title:</b>	National Career and Training Executive		
<b>Team:</b>	National Executive	<b>Sub-Team:</b>	Career and Training
<b>Location:</b>	Australia	<b>Term:</b>	Min. 2 years (with option to renew). Volunteer Role.
<b>Reporting to:</b>	National Lead	<b>Direct Reports:</b>	5-8
<b>Time commitment:</b>	Average of 5 hours per week however workflow is flexible		

### **Purpose**

The National Career and Training Executive is responsible for providing overall leadership and direction for the Career and Training team. They are also responsible for developing and implementing a program(s) that focus on providing career pathways, opportunities and advice on how to secure positions within UN agencies or international development focussed organisations. The National Career and Training Executive will also work closely with the national leadership team and provide input as needed, acting as the conduit between their local teams and the Network.

### **Responsibilities**

- Developing, implementing and managing a program(s) that provide career pathways, opportunities and advice on securing positions within UN agencies or international development focussed organisations;
- Managing a diverse team;
- Leading, managing, coordinating and enhancing the impact of the YP Network within the community;
- Building relationships and managing diverse stakeholders of varying levels of talent, experience, age and background;
- Collaborating and knowledge sharing with other YP teams within the Network;
- Performing continuous improvement activities to constantly evolve the program(s) to ensure relevance within the community;
- Supporting the UNAA National Board, National Executive Director and the wider national office in any other way deemed necessary in support of the YP objectives;
- Attendance at all meetings (or delegated) with the leadership team and National Office.

## **What Are We Looking For?**

We are looking for someone who has:

- Experience or exposure to UN agencies or international development organisations;
- Experience with career pathways and training programs;
- Exceptional leadership attributes;
- Exceptional interpersonal, communication and organisational skills;

For more information about UNAA, visit [www.unaa.org.au](http://www.unaa.org.au)

- Experience managing stakeholders, for example through university clubs and societies or through work experience;
- Experience working or volunteering in the international development / humanitarian / social justice community (ideal, but not essential);
- An understanding of the UN goals, ideals and mission;
- A commitment to furthering positive social change in the community to advance goals of the UN and time to volunteer.

## **What You Get Out Of It?**

- Exposure to UN agencies, international development organisations as well as government and private organisations;
- Opportunity to work with and meet high profile dignitaries, politicians and senior executive leaders to build and enhance your networks;
- Gain practical skills that can be applied throughout your career;
- Evolve your leadership capacity.