

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



United  
Nations  
Association  
of Australia  
Young Professionals

# National Operations 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 Operations Executive		
<b>Team:</b>	National Executive	<b>Sub-Team:</b>	Operations
<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>	None
<b>Time commitment:</b>	Average of 5-8 hours per week however workflow is flexible		

### **Purpose**

The National Operations Executive is responsible for ensuring the smooth operations of YP Network across the country. In this role, the individual will be responsible for recruitment activities, establishing and managing all forums to ensure the YP Network is collaborating, and working with the national leadership and executive teams to provide operational guidance and direction. The role will also be responsible for leading and providing direction to local operations teams across the country.

### **Responsibilities**

- Manage all facets of the YP Network's operations;
- Manage all recruitment activities (on boarding and off boarding), ensuring all teams are adequately resourced;
- Establish and manage appropriate forums, reviewing and recommending changes as needed;
- Manage our collaboration drives (i.e. Google drive);
- Collaborating and knowledge sharing with other YP teams within the Network;
- Performing continuous improvement activities to constantly the YP Network's operations and structure;
- Providing leadership and guidance to local operations teams;
- 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 with NFP operations and program delivery;
- Experience with recruitment;
- Exceptional interpersonal, communication and organisational skills;

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- 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.