

For more information about UNAA, visit www.unaa.org.au



United
Nations
Association
of Australia
Young Professionals

National Secretary

About Us

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

- Promoting career pathways within UN agencies and 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 values of the UN.

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 young and established professionals and university students, from a broad range of career and academic backgrounds. We work with young professionals between the ages of 25-35 years. Anyone who is willing to work hard and contribute to the UNAA YP Network is welcome on our team.

How to Apply

Please send your CV and cover letter to: yp.recruitment@unaa.org.au

Applications close at midnight on 29 April 2018

What Is It?

Title:	National Secretary		
Team:	National Executive	Sub-Team:	N/A
Location:	Australia	Term:	Min. 1 year (with option to renew). Volunteer Role.
Reporting to:	National Lead	Direct Reports:	None
Time commitment:	Average of 5 hours per week however workflow is flexible		

Purpose

The National Secretary is responsible for ensuring the smooth operations of the YP Network across the country, with a focus on supporting the national leadership team. In this role, the individual will be responsible for secretariat duties, reporting, managing data collection and assisting with funding applications. They will work closely with the national leadership team, the national office and the local State and Territory YP teams.

Responsibilities

- Prepare minutes and agendas for monthly leadership meetings;
- Assist in the preparation of Board papers and other reporting as necessary;
- Develop and implement a system for data collection across the YP Network (eg event attendees, volunteers);
- Assist with the preparation of funding applications as necessary;
- Manage appropriate forums for internal communications;
- Manage the YP Network's collaboration drives (i.e. Google drive);
- Collaborate and facilitate knowledge sharing across the country;
- Support the UNAA National Board, National Executive Director and the wider national office;
- Attend all meetings (or delegated) with the leadership team and National Office.

What Are We Looking For?

We are looking for someone who has:

- Exceptional interpersonal, communication and organisational skills;
- 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.

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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.