



YOUTH WITHOUT BORDERS MANAGEMENT COMMITTEE POSITION

Position Title	Executive Member
Location	Brisbane/ Melbourne
Reports to	Youth Without Borders General Manager
Salary Range	Volunteer Role
Hours	Part-Time (average of 5 hours per week but up to 15 hours per week, inclusive of management committee meetings)
Term	6 months, with possibility to extend

POSITION STATEMENT

This position is your opportunity to support new and existing Youth Without Borders initiatives. Reporting directly to the General Manager and working alongside a small but committed team of volunteers, you will be able to apply your skills and passion to help other young volunteers, you will be able to apply your skills and passion to help other young people create the change they want to see in their communities

KEY AREAS OF RESPONSIBILITY

- Support the General Manager
 - Help research, develop and implement upcoming YWB initiatives.
- Depending on your skills, interests and desired areas for development, you will have the opportunity to
- Research, develop and implement various Policies and Procedures
 - Aid in the creation of Social Media engagement activities.
 - Active participation in management committee meetings and professional development relevant to the role.
 - Management of current and future organization memberships
 - Other duties as assigned.



ORGANISATIONAL CULTURE AND TEAMWORK

- Demonstrate an active, dedicated commitment to the Youth Without Borders Mission and Strategic Plan.
- Actively seek to understand, represent and support Youth Without Borders's vision and values and organizational position to all stakeholders, internally and externally.
- Actively contribute to a positive workplace culture in accordance with Youth Without Border's Code of Conduct, Policies & Procedures.
- Participate in National & International Youth Without Borders initiatives, projects and events.

SELECTION CRITERIA

(Please limit response to 2 pages in total)

1. Any experience, including any study including tertiary education (current or completed), and/or experience in Youth and Not-for-profit sector.
3. Ability to network and develop relationships
4. Excellent written and interpersonal skills with an ability to communicate instructions and think laterally to solve problems, coupled with an ability to work both autonomously (self-starter) and as a productive member of the team.
5. Demonstrated highly effective time management skills, highly organized and ability to prioritize workload and ability to coordinate multiple projects / events and meet deadlines.
6. Must successfully undertake relevant police/working with children checks, or be willing to upon request

Please Submit your application and CV to applications@ywb.com.au