

Position Description – Youth Advisory Council (YAC) of AIIA Victoria

Position type	This is a voluntary position. There is no remuneration allocated to this role.
Term	12 months (with option for reappointment)
Location	Meetings held online/in-person at the AIIA Victoria office, Collins Street, Melbourne CBD. Most work will be conducted remotely.
Eligibility	Aged 20–35 at time of application
Time commitment	Approx. 3–5 hours per fortnight
Applications close	25 June 2026

About the AIIA National

The Australian Institute of International Affairs (AIIA) is an independent, non-profit organisation established in 1925 to promote public understanding and interest in international affairs in Australia. The Institute provides a forum for discussion and research on subjects of topical and continuing interest through meetings, conferences and seminars addressed by distinguished specialists and public figures.

About the AIIA Victoria Branch

The AIIA operates nationwide across seven state and territory branches and a National Office in Canberra. The AIIA VIC is the Institute's largest and most active branch; it hosts an active program of speaker events, conferences and roundtables throughout the year, as well as running overseas Study Tours and an annual International Careers Conference. The AIIA VIC also offers Australia's largest International Relations internship program.

Role of Youth Advisory Council Member

AIIA Victoria's membership base currently skews towards established academics, government officials, and the diplomatic community. Growing and retaining younger members, particularly the 25–35 cohort, represents one of the Organisation's most significant strategic opportunities. High engagement through the internship and Young Professionals Program has demonstrated strong interest, but conversion to long-term membership remains a challenge.

The Youth Advisory Council (YAC) has been established to address this directly. The YAC provides non-binding strategic advice, critical thinking, and objective insights to AIIA Victoria, with a primary focus on strengthening engagement, representation, and opportunity for younger members, advancing AIIA's mission to help Australians know, understand, and engage more in international affairs.

The YAC Members will be valued contributors to this work. The role provides an excellent platform for developing capabilities in strategic advisory work, organisational governance, membership engagement, event planning, and stakeholder management within the context of international affairs.

Key Responsibilities

- Actively supporting the recruitment and retention of Young Professional members, including developing and progressing a clear membership conversion pipeline from student and intern engagement through to full membership and leadership roles
- Planning and supporting the delivery of events tailored to the younger cohort, including networking sessions, cocktail receptions, career panels, and alumni gatherings
- Taking ownership of an allocated portfolio area and driving delivery against agreed priorities and KPIs
- Working directly with AIIA Victoria staff and interns to progress workstreams and ensure initiatives are translated into action
- Strengthening the visibility and promotion of YP membership and activities across AIIA Victoria's events and communications
- Building and maintaining relationships with partner organisations to extend AIIA Victoria's reach and relevance to younger cohorts
- Representing the views and interests of AIIA Victoria members aged 18–35 within the YAC and, where appropriate, to the broader AIIA Victoria Council
- Reporting to the AIIA Victoria Council
- Contributing to the identification of funding requirements and the preparation of a simple annual budget proposal

Highly regarded skills

- Capacity to contribute to strategic thinking, problem-solving, and the development of practical recommendations
- Demonstrated ability to take initiative, with the ability to manage workstreams and deliver on commitments between meetings
- Experience in membership organisations, professional associations, or community-building roles
- Background in communications, events, strategy, policy, or stakeholder engagement
- Previous involvement in advisory or leadership roles
- Strong interest in international affairs and the development of AIIA Victoria as an organisation

Performance and Engagement

YAC Members will meet fortnightly as well as having meetings with the AIIA Victoria staff and President to assess progress against priorities. Members who are unable to meet the

expectations of the role, including attendance at meetings and delivery of portfolio responsibilities, may have their membership reviewed.

Other Benefits

YAC Members are encouraged and welcome to attend AIIA Victoria events free of charge throughout their term. Each Member will receive a complimentary AIIA Victoria membership at the commencement of their term. Members will also have access to AIIA Victoria's network of senior practitioners, diplomats, academics, and business leaders.

To Apply

Please submit the following to admin.vic@internationalaffairs.org.au quoting "Youth Advisory Council Member Application":

- A response to the following question - *"What are examples of strong youth engagement that you've seen - whether at university or in the workplace - that AIIA Victoria could learn from?"*
- A current CV (maximum 2 pages) attached