



globalvoices

## **Development and Economics Program Manager Position Description**

### **Organisational Overview**

Global Voices is a non-profit organisation with a mission to provide opportunities for young Australians to engage with international policy both at home and abroad.

We coordinate delegations to a variety of major international events on behalf of our partner universities. Our delegations are focused on themes relating to the environment and sustainability as well as trade, commerce and international development. We are also supported in part by our corporate sponsor Qantas Airways. Global Voices also runs a domestic program which includes networking and professional development events.

### **Role Outline**

The Development & Economics Program Manager is an integral part of the Executive Team. The successful applicant will be motivated, flexible and collaborative in their approach to work while being able to work independently. The Development & Economics Program Manager will be responsible for managing several delegations of university students domestically and overseas, developing the program content, overseeing research submissions, arranging meetings with external stakeholders, managing travel and delegation budgets, and preparing reports, as well as ongoing administrative tasks. The ideal candidate will have a work/study background in either economics/finance/development, and demonstrate a keen interest in foreign policy and diplomacy. In addition to our weekly team meeting, the successful applicant must be Melbourne based and able to work one day a week in our offices in the CBD. All other work is done remotely from home. The Marketing and Communications Manager reports directly to the Global Voices CEO..



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## **Role Requirements**

- Part-time role (max 15 hours per week)
- Based in Melbourne
- Able to work out of our CBD offices one day a week
- Role commences late April
- 18 month contract
- Own laptop and internet access at home

## **Role Responsibilities**

- Selecting individuals for delegations, including through conducting interviews, and helping design the application processes themselves;
- Mentoring delegates through an extended preparatory process that includes the production of research reports and opinion pieces related to their delegation over several months;
- Liaising with the relevant secretariats for each of our delegations on matters such as logistics and accreditation;
- Building relations with domestic stakeholders including other NGOs, government departments, Ministers and the Opposition, diplomats and leading academics;
- Coordinating the schedules of our delegations, including through organising relevant meetings and events on the ground;
- Managing delegation budgets and travel arrangements for delegates;
- Identifying new delegation opportunities for the organisation as they emerge;
- Remaining abreast of the latest developments on trade and economics including politically, diplomatically and academically; and
- Assisting the organisation with various administrative and team functions as required.



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## Remuneration and Benefits

Our Executive Team consists of six young professionals who are completing their Masters degrees and other part-time work while contributing to Global Voices. This role is voluntary in nature. This is a unique opportunity to build your professional networks, marketing skills and work references from our Board and CEO. Inclusions:

- Modest weekly stipend
- Coverage of incidental costs
- Funded national travel
- Participation in networking events and Canberra per-departure briefings

## Key Selection Criteria

- Knowledge of international development and economics, including through appropriate tertiary education and ideally real world experience through work or volunteering;
- Understanding of diplomacy and domestic political considerations as it relates to these issues;
- Passion and enthusiasm for creating opportunities for young people especially on the world stage;
- Demonstrated strategic project management experience that displays initiative, ambition and vision;
- Confidence and maturity in building relationships particularly with high-level individuals;
- Excellent communication and inter-personal skills through relating to and motivating people;
- Highly organised, efficient and professional with a particular attention to detail; and
- Experience working in a small team, and the ability to work independently as well as part of a team towards collective goals.



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## Application Process

To apply please send the following documents to [media@globalvoices.org.au](mailto:media@globalvoices.org.au)

- A copy of your CV
- A cover letter addressing the key selection criteria (no more than one page)
- A sample of your writing and/or design folio

Documents should be saved and sent as a PDF file. If you have any questions regarding the role please email your inquiries to the email address listed above.

**Applications are due 8 March 2017 @ 5pm (AEST)**

[globalvoices.org.au](http://globalvoices.org.au)

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