

# POSITION DESCRIPTION



**JOB TITLE:** YWCA Australia Board Trainee

**REPORTING TO:** Company Secretary

**DEPARTMENT:** YWCA Australia Board of Directors

**LOCATION:** National

**THE ROLE:** The YWCA Australia Board Traineeship program offers two young women the opportunity to join the board of YWCA Australia as an observer for a 12-month period, commencing on 1<sup>st</sup> July 2021 and concluding on 30<sup>th</sup> June 2022. As a Trainee you will participate in discussions and governance activities, without the duties and responsibilities that apply to director positions. This is a great opportunity to develop practical and strategic governance skills in a professional, supportive and feminist environment.

Applications are open to all young women members aged between 18-30. Not yet a member of YWCA? Join here for free: <https://www.ywca.org.au/join/>

This position is a learning opportunity for young women to develop their interest and experiences in governance. We actively encourage young women with diverse lived experiences to apply. This may take the form of educational, work or personal experiences that you believe will be relevant and useful to the role. YWCA welcomes applications from all backgrounds and identities, including those who identify as Aboriginal and/or Torres Strait Islander, living with a disability, LGBTQIA+ or from a culturally and linguistically diverse background.

This is a national role and applications are encouraged from all States and Territories, including rural, regional and remote areas.

This is a volunteer role and YWCA will cover the costs of travel to in-person meetings.

**YWCA VISION:** all women, young women and girls are safe and respected, with equal access to power, opportunity and resources.

**YWCA PURPOSE:** to be a strong, unified, national feminist organisation of women, young women and girls, working to achieve gender equality.

It is a requirement that the job holder fully complies with, promotes and lives

**YWCA's Core Values:**

**FEMINISM**

**INCLUSION**

**EXCELLENCE**

**INNOVATION**

**INTEGRITY**

## RESPONSIBILITIES AND BENEFITS

As a Board Trainee you will:

- Undertake a comprehensive induction process, between May-June 2021, and be paired with a 'buddy' on the YWCA Australia board to provide additional support and guidance.

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- Prepare for and attend all YWCA Australia board meetings (both in-person, where COVID permits, and online meetings) for the 12-month traineeship period. YWCA will cover the costs associated with attending meetings.
- Join the finance, audit and risk board sub-committee and attend all associated meetings.
- Receive a full scholarship to complete the AICD Foundations of Directorship course (this may be in-person or online and is estimated to be a full 3-day commitment). This course covers governance for directors, finance for directors and strategy & risk for directors.
- Receive 2 years' membership of Women on Boards and, once the traineeship is complete, attend Women on Board's Getting Started: Realising your Board Potential course.
- Undertake additional professional development opportunities alongside the Board.
- Attend the YWCA Australia Annual General Meeting in November 2021 to share traineeship experiences with members.
- Enthusiastically represent YWCA Australia at events and meetings, sharing your traineeship experience with other young women and stakeholders.
- Work closely with the Company Secretary for the duration of the Traineeship, undertaking additional trainings and tasks where required.

Any other responsibilities as agreed with the Company Secretary

## Time commitment:

- Attendance at approximately seven board meetings per year. This includes three meetings to be held face-to-face in Sydney (where COVID permits) which are 4-6 hours in length, and four meetings to be held virtually which are 2-3 hours in length.
- Attendance at the Annual General Meeting in November 2021 which may be located regionally.
- Participation on a Board established Committee. Committees generally meet quarterly for approximately two hours and meetings are held virtually.
- Additional time to adequately prepare for all meetings throughout the year.
- Completion of a YWCA board induction process prior to commencing in the role (approximately 15-20 hours).
- Completion of the AICD Foundations of Directorship course. This course is delivered as 3 x full days or 6 x half days. Completion of the Women on Board's Getting Started: Realising your Board Potential course will take place after the Traineeship has been completed.

## EXPERIENCE, ATTITUDE AND ELIGIBILITY

### About you

You will have a burgeoning interest in feminist leadership and governance, a keen desire to experience it first hand and a fierce commitment to the YWCA vision and values. You will have an enthusiastic willingness to prepare for and engage with all trainings, special events and meetings (including the induction process and completion of the AICD course).

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## Eligibility

In order to be considered for the Board Traineeship, the following eligibility criteria must be met:

- Be an ordinary member of YWCA Australia, YWCA Canberra or YWCA Hunter, aged 18-30 at time of appointment (July 1<sup>st</sup>, 2021).
- Have been a member of YWCA for at least six months OR demonstrate some prior engagement with YWCA.
- Candidates must not be a current staff member of YWCA Australia, YWCA Canberra or YWCA Hunter, or have been a staff member in the previous 12 months.
- Candidates must not be a current member of YWCA Australia's Young Women's Council.

If you're not already a member of YWCA Australia, join for free here: <https://www.ywca.org.au/join/>

## HOW TO APPLY

Please get your Resume (or CV!) together and attach a Cover Letter.

The Cover Letter needs to address the below Selection Criteria. We suggest around 250 words for each.

1. Tell us why feminist leadership and governance are important.
2. Tell us how your experiences to date have prepared you to take on this board trainee position.
3. How will you use these skills/experience to benefit the community?

If you need some help crafting the perfect resume and cover letter, check out YWCA's step-by-step guide to creating a feminist job application (<https://www.ywca.org.au/article/part-one-empower-your-resume-a-step-by-step-guide-for-a-feminist-job-application/>).

## Application process:

Please submit a Resume and Cover Letter addressing the key selection criteria via <https://bit.ly/3bTDxQg>

Applications close 11pm on Sunday 11 April

Any questions please contact [companysec@ywca.org.au](mailto:companysec@ywca.org.au)