

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 and/or gender diverse people (aged 18-30) the opportunity to join the board of YWCA Australia as an observer for a 12-month period, commencing on 1st July 2022 and concluding on 30th June 2023. 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.

If you are not yet a Member, 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: A future where gender equality is a reality.

YWCA PURPOSE: Making young women's leadership and women's housing our priority for gender equity in Australia.

YWCA STRATEGY: <https://www.ywca.org.au/strategy/>

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 2022, and be paired with a 'buddy' on the YWCA Australia board to provide additional support and guidance.
- 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.

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- Join one of the board sub-committees and attend all associated meetings.
- Receive a full scholarship to complete the AICD Governance Foundations for Not-For-Profit Directors course (this may be in-person or online and is estimated to be a full 1.5-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 2022 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 2022 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 and meet with your buddy as required.
- Completion of a YWCA board induction process prior to commencing in the role (approximately 15-20 hours, some during working hours).
- Completion of the AICD Governance Foundations for Not-For-Profit Directors course. This course is delivered over 1.5 full 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 1st, 2022).
- 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/>

Meeting Qualifications

Research shows that men apply for positions when they meet only 60% of the qualifications, but women tend to only apply if they meet 100%. If you believe you could bring your passion to this role and excel, we encourage you to apply. We consider a broad array of candidates across various experiences, backgrounds and workplaces, both formal and informal.

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 the skills gained through this experience?

Looking for tips and tricks to crafting the perfect resume and Cover Letter? Check out YWCA's step-by-step guide to creating a feminist 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 <http://external-jobboard.myrecruitmentplus.com/job-details/query/8504945>

Applications close 11pm on Friday 8 April

Any questions please contact companysec@ywca.org.au

Australian Institute of
Company Directors

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leaders and directors