

# 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 1 July 2023 and concluding on 30 June 2024. 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.

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

## RESPONSIBILITIES AND BENEFITS

As a Board Trainee you will:

- Undertake a comprehensive induction process, between May-June 2023, 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 circumstances permit, and online meetings) for the 12-month traineeship period. YWCA will cover the costs associated with attending meetings.
- 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.
- Undertake additional professional development opportunities alongside the Board.
- Attend the YWCA Australia Annual General Meeting in November 2023 to share traineeship experiences with members.

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- 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 two meetings to be held face-to-face in Sydney (where circumstances permit) 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 2023.
- 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.

## 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).

### 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 (1 July 2023).
- 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.

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

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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

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](#).

### **Application process:**

Please submit a resume and Cover Letter addressing the key selection criteria via <https://external-jobboard.myrecruitmentplus.com/job-details/query/8934788>

Applications close at 11pm on Thursday 30 March 2023.

Got questions? Contact our Company Secretary at [companysec@ywca.org.au](mailto:companysec@ywca.org.au)