

POSITION DESCRIPTION



POSITION 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 or gender diverse people (aged 18-30) the opportunity to join the board of YWCA Australia as an observer for a 12-month period, starting on 1 July 2025 and concluding on 30 June 2026. 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 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.

This position is a learning opportunity for young people who want to explore what governance means and how to navigate it amongst a diverse group of directors. We actively encourage young women with diverse lived experiences to apply. YWCA welcomes applications from all backgrounds and identities, including those with an Aboriginal or Torres Strait Islander background, those who live with a disability, who are LGBTQIA+ or from a culturally and linguistically diverse background.

RESPONSIBILITIES AND BENEFITS

As a Board Trainee you will:

- Undertake a comprehensive induction process, 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 ICDA Certified Community Director course. This course covers governance for directors, finance for directors and strategy & risk for directors.
- Undertake additional professional development opportunities alongside the Board.
- 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 training and tasks where required.

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- Any other responsibilities as agreed with the Company Secretary.

Time commitment:

- Attendance at approximately six board meetings per year. This includes:
 - Four meetings which are held virtually and are 2-3 hours in length
 - A two-day meeting and strategy day held face-to-face in Sydney, which takes place in December, and
 - A face-to-face meeting held in Sydney, which is 4-6 hours in length and generally takes place in June.
- Attendance at the Annual General Meeting in November 2025.
- 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 ICDA Certified Community Director course. This seven unit course is delivered online and can be completed at the Trainee's pace.

EXPERIENCE, ATTITUDE AND ELIGIBILITY

About you

You will have a burgeoning interest in feminist leadership and governance, a keen desire to experience it firsthand 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 ICDA course).

Eligibility

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

- Be a young woman or gender diverse person aged 18-30 at time of appointment on 1 July 2025
- 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.

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.

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HOW TO APPLY

Your application will need to be submitted online and should consist of a resumé (or CV), and a cover letter that responds to the selection criteria. We suggest around 100-200 words for each question.

1. Why do you think that feminist leadership and/or governance are important?
2. How would your experiences help you to take on the trainee position? You might like to reflect on personal or professional experiences.
3. How would you like to use the skills gained through this traineeship in your personal or professional life?

Looking for tips and tricks? Check out:

- Our [guide to crafting the perfect resume and cover letter](#)
- Our [guide to governance](#)

Application process:

Please submit your resumé and responses to the selection criteria via this [link](#)

Applications close at 11pm AEDT on Sunday 4 May 2025.

Applications will be reviewed and those shortlisted will be invited to attend a virtual interview with the YWCA Nominations Committee.

Got questions? Want to know more about the Board Traineeship? Contact our Company Secretary at companysec@ywca.org.au

In partnership with the Institute of Community Directors Australia

YWCA is partnering with the Institute of Community Directors Australia (ICDA) to provide scholarship places in the acclaimed Certified Community Director course. ICDA fills the gap in practical governance training and guidance for board directors and staff in the community sector, which includes not-for-profit organisations, social enterprises, school councils, sport clubs, committees and local councils. Alongside YWCA, they are dedicated to empowering young women by investing in their development and creating pathways to leadership through training, mentoring, and hands-on experience.



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