
CHIEF OPERATING OFFICER

Position Description

Position Overview

Position Title: Chief Operating Officer

Organisation: Global Voices

Reports to: CEO

Duration of Position: 18 months (with the possibility of extension)

Working Hours: Successful applicant must be able to commit an average of 20 hours per week

Remuneration: \$300 weekly stipend (tax-free)

Start Date: Immediate (October 2025)

Organisation Overview

Global Voices is an independent, not-for profit organisation with the mission to develop Australia's future leaders in diplomacy, policy and advocacy through practical international experience. Since our founding in 2011, we have supported over 270 young people to attend over fifty international summits at the United Nations, OECD, World Health Organisation, and World Bank. Each year, we are also responsible for selecting the Australian representatives to the Y20 Youth Summit.

Position Outline

Global Voices is seeking a highly strategic and operationally savvy Chief Operating Officer (COO) to join our dynamic team. The COO will play a pivotal role in shaping our operational framework and driving strategic initiatives to accelerate growth while ensuring scalability and efficiency in our processes. This is a unique opportunity to work closely with the CEO to influence the direction of Global Voices.

The ideal candidate will be able to take initiative, work independently, have a work or study background in operations and/or financial management, and have a keen interest in foreign policy and diplomacy.

The COO is responsible for ensuring Global Voices can run smoothly: facilitating book-keeping and accounting, budgeting and forecasting, organising travel logistics, partnership lead development and assisting in delivering strategic vision. This is an excellent opportunity to build professional work experience in a supportive team setting. All work can be completed remotely.



Position Requirements

- Volunteer position with a tax-free stipend. Able to commit to 10 - 20 hours of work per week.
- Ability to be self-directed and balance a work stream with limited oversight while working remotely.
- Australian citizen, permanent resident, or permanent humanitarian resident.
- Be willing and able to travel to our four-day Canberra Briefings program twice a year, in February and September.
- Be willing and able to commit to the role for the entirety of the 18-month contract.
- Have own laptop, smartphone and internet access at home.

Position Responsibilities

- Oversee daily operations, ensuring efficient and effective processes across all departments.
- Lead the coordination of program related logistics (e.g. booking international flights, accommodation, etc)
- General reconciling and book keeping
- Manage and ensure adherence to program and administrative budgets (some forecasting required)
- Oversee compliance with insurance and and payroll requirements
- Collaborate with the CEO in the development and execution of the company's strategic plan
- Establish and maintain relationships with key stakeholders, partners, and vendors. Assist the CEO in preparing grant applications and other fundraising documents.
- Drive continuous improvement initiatives to enhance operational efficiency and effectiveness

Key Selection Criteria

- Highly organised, self-motivated and professional
- Excellent communication, particularly writing, and interpersonal skills
- Experience working independently and being able to adapt to competing priorities and changing circumstances
- Professional or volunteer experience in grant applications, book-keeping and managing budgets,
- Ability to meet and comply with all organisational health and safety programs and requirements
- Interest in diplomacy and international affairs.
- Proficient at Excel and Xero accounting software, and capable of quickly navigating and learning new software
- Empathetic leader who values team input and fosters an inclusive environment
- Strong strategic thinker with the ability to translate vision into actionable strategies
- Dynamic and adaptable, with a hands-on approach to problem-solving
- Ability to thrive in a fast-paced, ever-changing startup environment
- A passion for innovation and a commitment to driving results

Benefits

Our Executive Team consists of young professionals who manage studies or other part-time work alongside their role at Global Voices. This role is voluntary in nature. It presents a unique and exceptional professional development experience that builds your business administration, financial management, communication, organisation and leadership skills, enables you to develop broad networks, and provides high-level international experience and global awareness.

Inclusions:

- Modest weekly stipend;
- Fully funded national and international travel;
- Coverage of airport transfers and incidental costs;
- Attendance at Canberra Briefings program; and,
- Attendance at Global Voices Alumni events and networking opportunities.

Application Process

To apply for this role please send your application to info@globalvoices.org.au with the subject line: "[Name] Application GV COO 2025". Please attach the following documents, in a single PDF file:

- A cover letter addressing the key selection criteria (no more than one page)
- A copy of your CV/Resume (with contact details of at least 2 referees who have managed you directly)

Shortlisted candidates will be invited for an interview after applications close. The role will begin shortly after this process has been finalised. The successful applicant will be subject to a 3-month probationary period and be supervised by the CEO until handover is completed. If you have any further questions regarding the role, please email the CEO, Indigo Atkinson, via indigo@globalvoices.org.au.

Applications Close: TBA