



## **Youth-Led Solutions Senior Coordinator (Open Call)**

*EU Youth Empowerment Fund (YEF) through the Global Youth Mobilization (GYM)*

### **About EU Youth Empowerment Fund through the Big Six Global Youth Mobilization**

The EU Youth Empowerment Fund is a new pilot initiative that will provide direct financial support to youth-led initiatives in countries of implementation, focusing on contributions to the Sustainable Development Goals at local level, in particular on environment and climate change and the inclusion of vulnerable and under-represented youth.

The Youth Empowerment Fund is one of three pillars under the EU Youth Action Plan (YAP) - the first-ever policy framework for a strategic partnership with young people around the world to build a more resilient, inclusive and sustainable future. The Youth Action Plan is a result of consultations with over 220 stakeholders across the world, including youth and children's rights organisations, and the Youth Empowerment Fund is being built upon the results of this participatory approach.

The Youth Empowerment Fund will be implemented through the mechanisms of the Global Youth Mobilization (GYM) - an initiative of the Big Six, an alliance of the world's largest youth organizations, including World YMCA. The intended impact of this partnership is to increase the contribution of young people in their diversity to the implementation of the Sustainable Development Goals (SDGs) in their communities and societies.

### **Job Purpose**

The EU Youth Empowerment Fund through the Global Youth Mobilization (GYM-YEF) project will have a Project Coordination Team (PCT), led by a leadership team of two Co-Leads and the IFRC Custodian Focal Point. The key management and oversight responsibilities for the delivery of the project are split between two Co-Leads, each in charge of a set of defined areas, supported by the IFRC Custodian Focal Point.

The Project Coordinators, including the Youth-Led Solutions Senior Coordinator, will report to both Co-Leads according to their specific areas of responsibility. Agreement on the responsibility for providing pastoral support and ensuring the well-being of staff will be determined once the positions are filled and the individuals are in their roles.

The Youth-Led Solutions (Open Call) Senior Coordinator will manage the continued development and implementation of the Global Youth Mobilization's flagship 'Youth-Led Solutions' funding programme, including the development of the platform and overall review and award process for grant recipients. They will also launch and oversee the Accelerator Programme, working with partners and Big Six member colleagues to design and deliver a high-impact programme. In addition, the role will support the monitoring and evaluation of other aspects of the Global Youth Mobilization, including the Network Solutions.

### **Key Responsibilities**

- Manage the day-to-day operations of the Youth-Led Solutions funding programme, including the overall review process, due diligence and successful disbursements of funds.
- Support the continuous review and development of the grant's platform for the funding in collaboration with external consultants.
- Manage the processes related to the Youth-Led Solutions Youth Panels, including recruitment, onboarding, training / briefings, coordination of meetings, providing mentorship and coaching opportunities to panel members, and follow up on panel decisions.
- Liaise with Youth-Led Solutions Awardees regarding project awards and monitor the impact of the projects through mid-term and end of project reporting.

- Work with colleagues to successfully disburse Youth-Led Solutions funds to successful recipients.
- Support the development of the Accelerator Programme in collaboration with Accelerator Programme Coordinator, the Co-Leads and supporting partners, including: support with content development, coordination with participants, coordination with supporting partners and support with evaluation and reporting.
- Coordinate the planning and delivery of virtual workshops and briefings for project recipients.
- Collaborate with all members of the Global Youth Mobilization Project Coordination Team particularly Communications, Partnerships and Advocacy Coordinator on the promotion of Youth-Led Solutions, including review of promotional material and supporting the organization of virtual sessions with applicants.
- Draft and produce relevant project reporting on a monthly and quarterly basis, including reporting for the Global Youth Mobilization Board every two months.

### **Education & Experience**

- 6 years of international work experience in areas of grants and/or knowledge management, youth engagement, programme development and database management.
- Bachelor's degree in a relevant subject or similar (or equivalent in work experience).
- Proficiency in verbal and written English.
- Experience in liaising with multiple stakeholders at different levels (e.g. local/national/international) and coordinating programmatic content development among them.
- Experience of managing and/or overseeing a grants or funding programme.
- Experience in managing and producing organizational learning materials such as toolkits, guidelines, e-learning courses.
- Experience of designing and delivering high impact training or briefing sessions.
- Experience of working in youth development and/or on issues close to the work of the Big Six (e.g. non-formal education, gender equality, environment protection, etc.).
- Experience with Salesforce is an asset, but not a must for the position.

### **Personal qualities**

- Highly positive attitude and strong dedication to supporting young people's development and growth.
- High attention to detail and rigorous approach to assessing and analyzing data.
- Dynamic, proactive and open-minded.
- Excellent time management skills.
- Culturally aware.
- Willing to work outside regular office hours (to accommodate meetings with colleagues in different time zones).

### **Reporting**

The Youth-Led Senior Coordinator will report to the Global Youth Mobilization Co-Leads according to their portfolios and manage the Project Administrator.

### **Timeframe and Location**

The position is expected to be contracted full time for a period of two years, followed by an evaluation of time commitment needed after the second year. This is a remote position - candidates can be based anywhere in the world.

### **Job Context**

This role will be hosted and contracted by one of the Big 6 Member: **World Alliance of YMCAs**, headquartered in Geneva. Salary commensurate with responsibilities, experience and location.

Recruitment process, including interviews for shortlisted applicants, will be under the full oversight of GYM Project Coordination Team.

### **How to apply**

To apply for this role, please submit your CV and a cover letter (maximum two pages) to [hr@ymca.int](mailto:hr@ymca.int) Include "GYM-YEF Youth-Led Solutions Senior Coordinator Application" in the subject line.

Please ensure that you save the file with your name in the file name and include your email address on your CV.

### **Application Deadline**

- Applications should be submitted no later than 23:59Hr Central European Time on 15 March 2024.
- Please be aware that due to time constraints and the urgency to advance the initiative, the consultant might be selected before the deadline.