

Director, BER

Position title: Director, Bureau of External Relations

Location: United Kingdom

Category: FTA International

Level: D

Duration: One Year (Renewable)

Supervisor/Report to: Chair of International Relations

Job type: Volunteer Service (VS) Part-Time

Overview

The International Youth Federation is an international non-profit youth organizations network governed by the present Statutes and the Swiss Civil Code. It is neutral politically, and non-denominational, aim to empower youth worldwide.

The IYF Bureau of External Relations (IYFER) is responsible for the IYF's external relations and international cooperation. The Bureau leads and supports the organization in building and strengthening strategic relationships and alliances that are essential for advancing and successfully achieving the mission of the IYF.

The Bureau Director reports to the Chair of International Relations. He/She is a member of the IYF Partnerships Board and contributes to shaping and monitoring the overall work of the Bureau to contribute to the achievements of organizational priorities and achieve outcomes.

Mission Statement:

To voluntarily represent, positively promote, and uphold the mission of "Empowering youth for a better world" in various programs and opportunities throughout the IYF interventions across member countries.

Responsibilities:

(A) Partnerships Support:

- Provides substantive support to the IYF Regional Administrations and Country Teams on partnerships and international relations matters.
- Prepares partnerships reports, publications, analytical documents, briefing notes and programme proposals.

- Develops and maintains relations with counterparts and senior officials in Member States, other regional, global organizations and international and regional agencies.
- Undertakes administrative and other tasks as assigned by the Secretary General and the Chair to deliver the programme of work of the Bureau.
- Developing new, innovative partnerships.

(B) Management Support:

- Manages the Bureau of External Relations, including the Bureau regional focal points and works collaboratively and collegiately across the IYF to achieve outcomes and results.
- Coordinates and updates organization-wide partnership strategy development, maintains, tracks and advises on key organizational partnerships.
- Guides, mentors and develops a team of regional focal points managers in the Regional Administrations.
- Oversees and is responsible for Bureau's operations in human resources and general administration.

Core Competencies:

- Strategic planning and creative thinking.
- Planning and Organizing.
- Drive for Results.
- Collaboration and Teamwork.

Functional Competencies:

- Ability to conceptualize and convey strategic vision from the spectrum of development experience.
- Strong people management skills.
- Ability to provide information, tools, resources to support work achievement.
- Strong interpersonal, communication and presentation skills.

Eligibility:

- Highly interest in youth empowerment issues.
- Relevant coordination/communications skills is required.

Experience:

Three-years of experience and results preferred at national level preferred in youth empowerment role, training, knowledge management, development, communications,

international relations, capacity building, sport, women empowerment, public administration, public affairs, political science, international relations, economic affairs, social science, business administration, law, development studies, youth-led organizations or other relevant field.

Assessment:

Evaluation of qualified candidates may include an assessment exercise, which may be followed by a competency-based interview.

Language:

Fluency in English with superior drafting skills is essential.