

Programme Specialist

Position title: Programme Specialist, Innovation

Location: United Kingdom

Category: FTA International

Level: S4

Duration: One Year (Renewable)

Department: Bureau of Programme Support

Supervisor/Report to: Team Leader, Innovation

Job type: Voluntary 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 Programme Support (BPS) is the programme management body within the IYF interventions. The Bureau is responsible for implementing the global programme and supporting Regional Administrations in programme management.

BPS develop, oversee, and implement general policies, requirements, and processes used by the IYF to deliver programme results. The IYF expected results and outcomes are outlined in Country Plans, Regional Work Plans, and the Global Programme. These documents operationalize IYF's vision, directions, and strategies as established in the IYF Strategy (2016-2020).

Under the direct guidance of the Team Leader, the Programme Specialist will support the work on innovations as it relates to development of new use-cases by providing technical assistance that includes design of challenge, delivery of tools as part of innovation journey that includes competitions, bootcamps, hackathon, etc, under youth and women's empowerment themes in selected Member Countries. She/he works in close collaboration with the programme and operations team, IYF HQ staff, Government officials, multi and bi-lateral donors and civil society ensuring successful programme implementation.

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) Coordinate and provide technical support to the implementation and management of innovation portfolio:

- Provide substantive inputs to the design and formulation of programme/ project proposals and initiatives in the field of innovation;
- Support drafting of concept notes, background paper, briefing notes, programme documentation, donor profiles, etc;
- Support implementation of the programme activities across Member Countries;
- Maintain relationships with international partners to support implementation and expansion of innovation programmes;
- Represent IYF at relevant interagency coordination meetings as required and provide technical assistance for women's empowerment at HQ level;
- Lead designing and implementation of advocacy and social mobilization aspects of the Global Programme (GP) components in collaboration with partners, government counterparts and others as relevant; and
- Formulate and maintain partnerships for programme implementation, particularly with women organizations, business leaders, community leaders and other relevant partners to promote women's empowerment.

(B) Facilitate and provide substantive inputs to advocacy, knowledge building and communication efforts:

- Develop background documents, briefs and presentations related to women's empowerment and gender equality;
- Liaise with advocacy partners and undertake outreach to civil society organizations, governments, and other groups to ensure that newsworthy information reaches the public and donors; and
- Coordinate and organize advocacy campaigns, events, trainings, workshops and knowledge products.

Core Competencies

- Strategic planning and creative thinking.
- Planning and organizing.
- Drive for results.
- Collaboration and teamwork.

Functional Competencies

- Ability to assist in strategic planning, results-based management and reporting.
- Ability to assist in corporate strategic initiatives.
- Excellent computer, internet, social media and information system skills.
- Excellent communication and coordination skills.

Skills Required for Position

- Ability to interact cordially and communicate with a diverse community.
- Effective oral and written communication skills.
- Ability to assess and evaluate situations quickly, accurately and effectively.

Experience

A minimum of three-years of experience and results preferred in programme management role, international development, youth empowerment role, development, communications, international relations, youth studies, sport, women empowerment, youth-led organizations or another 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.