



## GENERAL JOB DESCRIPTION

### YouAct, European Youth Network on Sexual and Reproductive Rights

#### Network Coordinator (approx. 12-20 hrs)

YouAct is a European network of young people, who are active in the field of Sexual and Reproductive Rights. Since its launch in Lisbon, in 2004, YouAct has grown into a widely recognized youth organization, undertaking key advocacy, training and awareness-raising activities on national, European and International levels.

Our mission is to empower young people in their Sexual and Reproductive Health and Rights (SRHR) by joining forces in Europe and making our voices heard.

We believe that active and meaningful youth participation is essential to reach the following goals: We envision a world where sexuality is accepted as a positive aspect of life, and where the SRHR of young people are realized; young people have access to accurate information and youth-friendly services and can decide freely and responsibly about all aspects of their sexuality and reproduction.

We have approximately 20 individual members in 17 countries from across the Council of Europe who work on a voluntary basis. YouAct offers an international, dynamic and challenging work environment, where we stimulate young people to build their capacity, leadership and participation in decision-making processes. In order to continue our work, we are looking for a part-time network coordinator (approximately 12 – 20 hours per week) who will support the Steering Committee and the membership on a voluntary<sup>1</sup> basis.

#### Key Duties and Responsibilities:

##### - General

- Initiating and undertaking fundraising activities;
- Supporting the Resource Mobilization working group;
- Supporting the Chair in drafting and implementing YouAct's Strategic Plan.

##### - Coordination

- Coordinating YouAct's ongoing projects and activities, developing timelines, and facilitate decision-making;
- Attending and observing YouAct's monthly calls, as well as the Steering Committee meetings, and clarify action items arising from them;
- Running the secretariat of the network, and support the Steering Committee as assigned;

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<sup>1</sup> YouAct strives to be supported by one paid staff/consultant (coordinator), but due to lack of current core funding, this position is a voluntary one. If financial resources are made available, the terms of reference will be amended, as per the Steering Committee's decision.



- Updating YouAct's annual calendar with relevant events and upcoming deadlines;
- Coordinating the timely implementation of the annual work plan.
  - **Partnerships and Representation**
- Ensure that YouAct is a part of European debates/conferences on SRHR;
- Be available for media contacts and bonds;
- Be able to represent YouAct with events, media, decision-makers, donors, partners, etc. (travelling might be required for work purposes a few times a year, but costs are usually covered);
- Networking, partnership building;
- Protect the reputation and goodwill of the network.
  - **Monitoring and evaluation**
- Monitor the different projects being carried out and support teams, networks and members in general, together with the Chair;
- Support financial monitoring.

YouAct works to strengthen its sustainability through organisational development and therefore the following skills are of essential value for coordinating the network:

- Strategic and analytical skills to initiate fundraising activities and help realize the sustainability of the network;
- A broad range of organizational skills including general planning, administration and running the secretariat of the network;
- Ability to actively communicate on different levels, varying from e-mail exchange, written reports, face to face meetings, negotiation & advocacy and networking to promote the organizational mission;
- Ability to communicate and cooperate with people of different cultural backgrounds, interacting mostly through online platforms;
- Experience in project management with a thorough understanding of financial reporting and budgeting;
- An excellent team player, with the ability to work on own initiative;
- Extremely well organised and forward planning;
- Can handle competing priorities and easily tackle multiple tasks.

Requirements:

- Aged between 18-28;
- Based in the [Council or Europe Member State](#);
- Experience of working in the field of sexual and reproductive health and rights (SRHR);
- Comprehensive understanding of a human rights-based approach to sexual and reproductive health and rights;



- Commitment to promoting the empowerment of young people through meaningful youth participation, preferably with previous experience engaging young people;
- At least two years experience in a non-governmental organization;
- Fluent in English, another European language(s) is a plus;
- Strong communications and negotiation skills, including written formal and informal communication, public speaking, presentations, networking etc.;
- IT skills including standard MS-office applications, additional IT knowledge, i.e. website management is a plus;
- Fundraising experience, especially in multi-country projects;
- Project management/coordination, especially of projects funded through European mechanisms such as the European Commission grants;
- Ability to travel within Europe, possibly a few times per year;
- Ability to work flexible hours when needed (due to partnerships with organizations in other time zones, some work is required out of normal working hours).

Academic background in Gender and Sexuality, Social and/or Political Sciences, Law (Human Rights) or Development is preferred, however, extensive knowledge gained through experience is equally valued. Proven previous experience in the United Kingdom, Non-governmental organisations or liaising with Companies House is an added asset.

#### **How to Apply:**

Please apply by sending your CV (maximum 2 pages) and cover letter (maximum 1 page, excluding the information on the references) to [info@youact.org](mailto:info@youact.org) and [chairperson@youact.org](mailto:chairperson@youact.org) by April 15th, 2020. Kindly note that your cover letter should indicate the names and contact details of two references with whom you have worked with, or the organization for whom you have volunteered/been an intern for. All information should be completed in English.