



TERMS OF REFERENCE

YouAct Coordinator

Background

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.

YouAct is comprised of individual members from countries that are member states of the Council of Europe, under 29 years old. All our members are volunteers and YouAct strives to be supported by one paid staff/consultant (coordinator)* and may take on unpaid interns and volunteers to support this role. A co-opted advisory committee comprising 3-5 experts in relevant fields advises YouAct when needed.

***Important Notice:** The position is a voluntary one due to lack of current core funding. If financial resources are made available, the terms of reference will be amended, as per the Steering Committee's decision.

Role of the Coordinator is to support the Membership, and particularly the Steering Committee in achieving the organization's objectives while respecting its fundamental principles and values. The YouAct Coordinator is elected and dismissed by the Steering Committee members. YouAct Coordinator will report to the Steering Committee members, as agreed at the beginning of the term, regarding the monthly work.

Key Responsibilities:

A. Strategic and analytical skills

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

B. 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;
- Updating YouAct's annual calendar with relevant events and upcoming deadlines;
- Coordinating the timely implementation of the annual work plan.

C. 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.

D. 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.

Competencies:

Personal Leadership and Communication:

- Strong team player, with the ability to work in a collaborative and consultative manner;
- Organize time in a balanced way to meet annual plans and objectives;
- Strong skills and orientation to communication, networking, public relations, and advocacy;
- Creativity and innovative thinking;
- Strong report writing and presentation skills;
- Commitment to promoting the empowerment of young people through meaningful youth participation;



- 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);
- Ability to communicate at different levels of formality and cooperate with people of different cultural backgrounds, interacting mostly through online platforms.

Professional Skills:

- 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;
- At least one year of experience in project management with a thorough understanding of financial reporting and budgeting;
- At least two years of experience working in a non-governmental organization;
- IT skills including standard MS-office applications, additional IT knowledge, i.e. website management is a plus;
- Comprehensive understanding of a human rights-based approach to sexual and reproductive health and rights, and the ability to collaborative develop and implement advocacy strategies in this area;
- Experience working in the field of SRHR is strongly preferred.

Academic Skills:

- Preferred academic background in Social or Political Sciences, Law (Human Rights), public health, gender studies or Development, however, extensive knowledge gained through experience is equally valued.

Language Requirements: Fluency and excellent writing and oral skills in English (CEFR: C1 level), any other languages from the Council of Europe is a plus.