

Job Description:	CFYE Youth Expert	Responsible to:	Secure Livelihood Practice Manager
Start date and duration:	1 st April 2022, 12 months	Location, Group & Function:	Abuja, Nigeria (but also option for part time working from home)
Time commitment: Fulltime	Type of placement and mode of delivery:		
	<ul style="list-style-type: none"> - National volunteer placement (In-country volunteer), open for all candidates <i>residing in Nigeria</i>. 		
Job purpose:	<p>The assignment is part of the wider youth champions initiative, a collaboration between CFYE and a global network of youth leaders. CFYE are working with youth leaders from CFYE target countries to lead the way as an innovator in the direct inclusion of youth voice in a Challenge Fund's program design, implementation and monitoring and evaluation.</p> <p>The main responsibility of the Youth Expert will be designing and coordinating the Youth Action Research on digitally enabled jobs, in partnership with youth champs and research organisation, as part of the wider CFYE Learning & Innovation agenda. This is the second in a series of youth led activities conducted with Nigerian Youth Champs. With over 65% of the CFYE funded youth employment initiatives falling into 'digitally enabled jobs,' CFYE have partnered with JobTech Alliance to deepen our understanding of decency, opportunities and barriers for youth within digitally enabled jobs. Nigeria and Kenya are the focus countries for the research as part of a wider 'Learning Lab' suite of activities.</p>		
Programme information			
<p>The Challenge Fund for Youth Employment (CFYE) https://fundforyouthemployment.nl/, initiated by the Dutch Ministry of Foreign Affairs (MOFA), aims to create new jobs and make jobs more accessible for 200.000 youth (half of these for women) in the ministry's priority focus countries in the Middle East, North Africa, Sahel & West Africa and the Horn of Africa. The fund is open to Private sector and (I)NGO applications (or mixed consortia). VSO will strengthen the work of the selected Implementing Partners through strategic VSO volunteer engagements.</p> <p>The aim of the Fund will be achieved by supporting youth employment initiatives in these regions. Initiatives will offer youth, particularly young women, opportunities for decent work that delivers better prospects for personal development, is productive, and offers a stable income, social protection and safe working conditions.</p> <p>Youth Expert will support with coordinating the Youth Champions network in Nigeria. Including day to day welfare support for Youth Champions, logistics and leading on the design and delivery of activities within the network with a focus on coordinating Youth Action Research on digitally enabled jobs, as part of a wider 'Learning Lab' in partnership with JobTech Alliance.</p>			
Responsibilities	Key Performance Indicators	Competencies	Skills, Knowledge and Experience required
<p>Objectives and Activities</p> <p>To provide day-to-day support to 4 Nigerian Youth Champions, support existing IV in Nigeria to implement design sprint to produce guidance/ tool on peer (young employee) networks, from a youth perspective. Lead on the design and implementation of Youth Action Research workshop series. Responsibilities may include leading/supporting with other youth-led activities and events, such as design sprints, hackathons, youth forums, and training using a youth centered approach;</p> <p>Activities will include:</p> <ol style="list-style-type: none"> 1. Support with implementation of first youth led activity, youth centered design sprint, to develop peer (young employee) network tool/guidance to be used by CFYE private sector partners. 2. Design and deliver youth action research workshop series, in collaboration with research organisation, building the capacity of and supporting youth champs to conduct youth led action research on digitally enabled jobs in Nigeria 	<ol style="list-style-type: none"> 1. Youth Centered Design Sprint workshop series has implemented and fed into brief report (led by IV) with key outcomes and final version of peer network tool/guidance (also led by IV). 2. 4 Month Workplan and activities budget developed and shared for youth action research activity 3. Youth Action Research workshop series has been designed and delivered in partnership with youth action research organisation and brief report with key outcomes of YAR process has been shared. 4. Youth Action Research has been conducted by Youth Champions and final research report produced. 5. Dissemination of research activities have been co-designed and delivered with youth champs e.g. youth led webinar, event 	<p>Working together - Adds Value Proactively enables and encourages team work in others</p> <p>Communicating and influencing - Adds Value Proactively builds constructive relationships through clear communication and generates effective discussion and mutual support for plans and ideas</p> <p>Managing knowledge - Adds Value Proactively seeks out new knowledge sources (people and data); uses and shares knowledge effectively</p> <p>Striving for excellence - Adds Value Sets and measures challenging objectives for self and others involved in the project; gives evidence-based feedback that helps others to excel.</p> <p>Managing resources - Adds Value Organises own and others' work to meet objectives; clarifies accountability of roles; allocates budget wisely; seeks ways to save money.</p> <p>Managing people – Aware Requests and follows up on appropriate support from others; raises concerns about unco-operative colleagues in an appropriate way</p>	<p>Essential:</p> <p>Graduate in Social or Human Sciences, Development Studies or related field.</p> <p>Youth Engagement skills – ability to work with youth networks and using a youth centered design approach to all activities e.g. putting youth at the centre. Ability to design workshops/training for youth participants.</p> <p>Facilitation skills – ability to lead youth activities (workshops, training) online and in person for youth participants</p> <p>Communication Skills– Good written and verbal communication skills - able to listen, present, discuss.</p> <p>Leadership skills – Ability to support and build capacity and empower youth people. Ability to work independently with minimal supervision. Self-motivated.</p> <p>Ability to work with diverse young people - Sensitivity to cultural and language differences, able to interact with people at all levels of the organisation.</p>

<ol style="list-style-type: none"> 3. Support with dissemination of research findings through youth led webinars and events e.g. Hackathon. 4. Design and deliver other youth led activities coordinated through the network e.g. co-design workshops, youth led events 5. Project management of youth action research including point of contact for research organisation/expert 6. Design 4-month workplan for youth action research activity 7. Draft activities budget & manage budget throughout project 8. Managing logistics e.g. booking workshop space, lunch, accommodation for youth workshops 9. Support and point of contact for 4 Kenyan youth champions (including duty of care, personal professional development goal setting, processing of financial support) with support from VSO Nigeria office, IV and The Global Youth & Gender Advisor 10. Support with design and delivery of training and learning curriculum for Youth Champions, relevant to the skills required to fully participate in a activities 11. Prepare monthly updates for formal check in meetings with CFYE Social Impact Team 12. Produce formal report to capture best practice learning, recommendations and processes at end of youth action research. 		<p>Developing people - Aware Gives constructive feedback that helps others identify and meet development needs</p> <p>Leading for the future - Aware Is enthusiastic about VSO's work, lives VSO's values and is open to new ideas</p> <p>Thinking strategically - Adds Value Makes decisions based on a range of internal and external factors and long-term impact; consults widely across disciplines</p> <p>Delivering results - Adds Value Analyses objectives, considers options, plans and manages appropriately; holds self and team accountable for achieving goals.</p>	<p>Team work skills - Able to work with others in a consultative way, ability to withstand and resolve conflict, negotiating professional solutions</p> <p>Planning and Organisation – Able to prioritise within restricted resources to tight deadlines. Able to anticipate and adapt to change. Strong attention to detail.</p> <p>IT Skills – good knowledge of Microsoft Office, Excel particularly.</p> <p>Commitment to VSO's work and values</p> <p>Desirable:</p> <p>Research skills – ability to provide basic technical input on youth action research activities.</p> <p>Event/project management skills – ability to design and manage coordination of event set up.</p> <p>Duration: 12 months</p>
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VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we are protecting children, young people and vulnerable adults from harm and abide by our safeguarding policy.