



## ABOUT RESTLESS DEVELOPMENT

We are living in a time of 'peak youth'. Half the global population is under 30 and of these young people, 90% live in developing countries. Despite this, traditional approaches to development continue to ignore the power of young people as capable agents of change. At almost every stage in the development process, the knowledge and capacity of young people goes untapped and their power to lead change is weakened. We know young people have the power to solve the challenges we face in our world, but they are being ignored and overlooked.

We are the agency that works with young people so they can lead in solving those challenges. Whether that means supporting communities to end child marriage or prevent HIV, we work with young people to change their lives and the lives of people in their communities. Through our innovative programmes and policy work, targeting decision makers globally, we ensure that young people's voices are heard not only in their local communities but all the way up to world leaders.

Restless Development has been working with young people since 1985 and our work is led by thousands of young people every year. We listen to young people, our work is led by young people, and together we help young people make lasting change in their communities and countries. Our programmes are genuinely life-changing, but we can't do any of this without talented, creative individuals at every level of our organisation.

### **Our newest programme is We Lead.**

We Lead is an inspiring, innovative and far-reaching programme that aims to improve the sexual and reproductive health and rights (SRH-R) of young women from four specific groups: young women who live with HIV, that have a disability, that identify as lesbian, bisexual, trans or intersex, and that are affected by displacement. The programme puts young women in the driving seat, while supporting them to sustainably advocate for their rights. The programme will be implemented in nine countries in Africa, the Middle East and Central America.

The We Lead consortium consists of six civil society organizations (Positive Vibes, Restless Development, Marsa, FEMNET, the Central American Women's Fund, Hivos) and the Dutch Ministry of Foreign Affairs. Hivos is the lead party. The five-year programme has a budget of EUR 40,7 million, and is funded by the Dutch Ministry of Foreign Affairs under the SRHR Partnership Fund, which is part of the Power of Voices subsidy framework.

Pending approval, the programme starts January 1st, 2021.

## OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise that safeguarding is everyone's responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our [Safeguarding Policy](#).

For more information on Restless Development's mission, values and work, please visit:  
[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

## ABOUT THE ROLE

<b>Job title</b>	Senior Youth Collective Coordinator
<b>Location</b>	San Jose, Costa Rica to cover the Latin America region
<b>Salary</b>	CRC 14,835,700 per annum
<b>Preferred start date</b>	February onwards
<b>Length of contract</b>	12 months initial contract - renewed annually until 2025 dependent on funding from the Ministry of Foreign Affairs of The Netherlands
<b>Visa requirements</b>	Must have the right to work in Costa Rica
<b>Reports to</b>	Senior Youth Collective Manager (Based in east Africa)
<b>Direct reports</b>	None
<b>Expected travel</b>	Regular international travel

**Summary of the role:** As a key member of the consortium's Regional Coordination Team, the Senior Youth Collective Coordinators will support Communities of Action Facilitators across their region to ensure that activities related to capacity strengthening, lobbying and advocacy are aligned, and that regional opportunities for advocacy are used. They will focus on cross-country sharing and learning, and exchanging ideas, innovation and feedback by coordinating a number of players in this exciting and varied role.

The Senior Youth Collective Coordinators will work closely with Restless Development's Youth Collective - facilitating opportunities to share learning from the We Lead programme with young people across the globe. The Youth Collective enables youth civil society organisations, groups and networks to work together, access funding and resources, collaborate with and learn from others and to problem-solve common challenges. Members of the Youth Collective have been mapped to increase their visibility to funders and partners and provide more opportunity for connection. For more information please visit [www.youth-collective.org](http://www.youth-collective.org).

We are looking for **two** values-driven, confident leaders who share our passion for youth and youth development. The Senior Youth Collective Coordinators will have strong management skills - balancing coordination and operational delivery with a strategic focus.

The Senior Youth Collective Coordinators will be responsible for the Middle East and North Africa region and the Latin America region (1 region per Coordinator). Each region will consist of two operating countries.

### KEY PRIORITIES

#### 1. Programme delivery

- Contribute to the high performance and overall consortium success of We Lead on behalf of Restless Development.
- Lead quality and timely reporting processes on performance, progress against strategic ambition, and learning.
- Facilitate cross-country sharing between countries and regions for the We Lead project and across Restless Development's Youth Collective.

#### 2. Team and Relationship Management

- Support 2 Communities of Action Facilitators in each country within the region.
- Participate in Regional Coordination Team and Regional Management Team meetings within the wider consortium.
- Collaboration with Restless Development's Youth Collective, encouraging synergy between We Lead and other Restless Development strategic programmes.

#### 3. Advocacy and lobbying

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- Coordinate regional advocacy and capacity strengthening, ensuring that activities related to capacity strengthening, lobbying and advocacy are aligned.
- Cultivate relationships so that regional opportunities for advocacy are accessible to the Communities of Action and the Youth Collective.

#### 4. Other

- You may occasionally be required to work on weekends and/or public holidays, for which time off in lieu will be granted.
- Other duties as required.

## ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](#).

Values	Behaviours	What we expect of the Senior Youth Collective Coordinator
 <b>HEART</b> We are who we serve. We are brave.	Values-led	Supports Managers to embed a values-led culture within their team by holding junior staff members to account for values-led behaviour. Uses values to guide decision making and group actions.
	Innovation	Involves others in the development of solutions to both the causes and results of problems. Supports Managers to promote change to others.
 <b>HEAD</b> We are 100% professional. We prove that young people can	Delivers Quality	Frequently creates opportunities to maximise their contribution to team priorities. Supports others to deliver quality and continually improve their work. Considers relevant information to propose more effective and cost-efficient ways of working.
	Decision Making	Takes ownership for managing elements of a budget and/or programme and/or incidents with little guidance from others. Considers underlying issues and Restless Values when making operational decisions. Consults with others when facing difficult decisions.
 <b>VOICE</b> We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Communicates a compelling vision for the areas which they take partial ownership for; providing strong leadership to others. Will typically manage one or more junior staff members.
	People Development	Takes responsibility for personal development, committing to take on new challenges which build team capacity. Develops others through proactive sharing of knowledge, skills and opportunities.
 <b>HANDS</b> We are in it together. We listen and learn.	Effective Communication	Confidently adapts their communication style to suit their audience, and coaches others to do so. Is able to influence others to build shared understanding.
	Collaboration	Seeks opportunities to collaboratively deliver quality against team goals by building strong internal and external relationships. Facilitates introductions amongst staff and stakeholders to help others to grow their relationships. Cultivates partnerships at a national level.

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## SKILLS AND EXPERIENCE

<b>Essential</b>	<ul style="list-style-type: none"> <li>• A passion for meaningful youth led engagement and youth leadership.</li> <li>• Excellent coordination and people skills.</li> <li>• Experience working cross-culturally and providing remote support</li> <li>• Outcome focused and proven ability to think strategically and plan, prioritise and organise a team's work to meet organisation-wide strategic objectives.</li> <li>• An eye for detail and a concern for accuracy.</li> <li>• Strong communication skills and the ability to talk across a range of audiences.</li> <li>• Fluent in English and Spanish - both written and verbal.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Good, up to date knowledge of SRH-R approaches</li> <li>• Advocacy and lobbying experience.</li> <li>• Experience leading and managing teams, including personnel development and capability management.</li> <li>• We particularly welcome applications from women with lived experiences of one of the rightsholders groups - that is women who live with HIV, that have a disability, who identify as lesbian, bisexual, trans or intersex, and / or who are affected by displacement.</li> </ul>

**Restless Development is an Equal Opportunities employer** and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

## WHAT WE DO FOR YOU

### Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations.

### Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

### Work-life Balance

It goes without saying that we work hard, at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Birthday Leave
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.

### Professional Development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

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**Travel and Medical Insurance**

When travelling abroad with work, all staff will be covered by Restless Development's travel insurance.

**KEY DATES**

- Applications to be submitted by 9am GMT 1st February 2021
- Interviews w/c - 8th February 2021
- Preferred start date - February onwards