



ABOUT RESTLESS DEVELOPMENT

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.

We work at depth - in local communities where we have been for 30 years. And we work at scale - we have Hubs in 9 countries and a Youth Collective of over 3,500 local youth organisations in more than 170 countries.

Our work is genuinely life-changing, but we can't do any of this without talented, creative individuals at every level of our organisation.

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](#).

ABOUT THE ROLE

Job title	Youth Collective Assistant Coordinator
Location	Sierra Leone
Salary	SLL 78,202,842 (Freetown)
Preferred start date	July 2022
Length of contract	1 year (with potential to renew)
Reports to	Youth Power Manager
Direct reports	None
Expected travel	Occasional domestic travel may be required

As the world rebuilds in 2022, Youth Power is more important than ever to ensure progress on the Global Goals is accelerated and young people are at the forefront of creating a just and sustainable future for themselves and their communities.

Youth Power is at the heart of Restless Development's updated [strategy](#), and central to this is the Youth Collective. Restless Development hosts the Youth Collective; a global community for youth-led organisations. We work to support and strengthen the Youth Collective with deeper engagement through peer to peer support, learning, and connection opportunities. Our focus is on transferring power, resources and ownership to youth organisations.

This exciting Youth Collective Assistant Coordinator role will help to ensure we deliver on our new strategy and support the Youth Collective. This role will help to support the coordination and running of the Youth Collective, a global network of youth-led and youth serving organisations.

KEY PRIORITIES

1. Youth Collective Coordination

- Support coordination and day to day running of the Youth Collective platform and membership for the global agency, as well as Sierra Leone specific Youth Collective projects
- Manage the back-end Youth Collective platform, processing membership applications and carrying out due diligence checks
- Help respond to enquiries from young people and youth organisations interested in connecting with Restless Development
- Develop a good working relationship with the Youth Power Panel and Youth Collective Advisory Group, providing coordination support as needed
- Ensure pre planning for all key engagements with the Youth Collective, and documented event outcomes accordingly

2. Digital engagement

- Manage the Youth Collective Facebook Group membership and content
- Support the set up, coordination and delivery of virtual events and meetings, including registration processes and technical support
- Process data and financial reimbursements for young people participating in events / activities
- Contribute to communications activities and products, including newsletters and social media

3. Monitoring Evaluation and Learning

- Monitor data collection exercise of youth collective platforms to ensure credible data for evidence gathering on the Youth Collective for Education project delivery
- Participate in and support the development of quarterly and annual project monitoring and evaluation performance review reports
- Conduct data verification and quality assessment exercises to assess the quality of data reported by youth organisations and address any anomalies identified
- Support the delivery of the project learning events and ensure total participation from the youth organisations, partners, donors and community stakeholders

4. Other duties

- Participate in global Youth Collective coordination meetings, providing support as required for global events and campaigns

- Undertake any other duties as requested by the Global Youth Power Manager

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 Youth Power Assistant Coordinator
 <p>HEART</p> <p>We are who we serve. We are brave.</p>	Values-led	Champions values-led decision making amongst those they work with.
	Innovation	Adapts style to cope with change. Offers creative approaches to improving work and encourages others to do so too.
 <p>HEAD</p> <p>We are 100% professional. We prove that young people can</p>	Delivers Quality	Manages their time effectively to deliver quality against individual goals; supporting others to do the same. Ensures value for money when utilising resources and efficiently processing finances.
	Decision Making	With guidance contributes to decision making around programme elements and/or internal processes by proposing solutions to challenges. Consult with others when faced with difficult decisions.
 <p>VOICE</p> <p>We generate leaders. We are proud to carry the banner for youth-led development.</p>	Leadership	Capably manages their own workload. Is seen as a leader amongst their peers and delegate work when appropriate. Will typically manage officers, and/or teams of Volunteers.
	People Development	Understands how individual goals contribute to team priorities and can help others to understand this link in their own roles. Uses feedback to identify personal growth areas and seeks support to identify opportunities for development. Willingly provides constructive feedback to others.
 <p>HANDS</p> <p>We are in it together. We listen and learn.</p>	Effective Communication	Applies effective communication to understand the viewpoints of others and build shared understanding.
	Collaboration	Collaboratively delivers quality against team priorities by maintaining strong relationships with colleagues and stakeholders.

SKILLS AND EXPERIENCE

Essential	<ul style="list-style-type: none"> • Excellent planning, organisational and logistical skills • Strong written communication skills • Ability to work to deadlines and balance multiple priorities • Strong IT skills (inc Excel), strong numeracy skills to process financial data • Ability to manage on time and work autonomously • Ability to think creatively
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Desirable	<ul style="list-style-type: none"> ● Interest in / knowledge of international development ● Experience using simple design tools, for example Canva ● Experience of website management
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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. We particularly encourage young people to apply for this role.

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. In addition to salary, we offer pension contributions and other benefits in accordance with the local Hub.

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.

Travel and Medical Insurance

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

KEY DATES

- Please send a completed application form to jobs@restlessdevelopment.org by **28 June 2022**. Please note that we do not accept CVs, resumes or covering letters.
- A practical test will be scheduled to take place during the **week commencing 4 July 2022**.

- Interviews will be held **week commencing 18 July 2022**.
- Interviews will be online / virtual but a computer and internet connection will be available at the Restless Development Sierra Leone office if required.