

POST: Youth RISE International Coordinator **LOCATION:** Flexible

ACCOUNTABLE TO: Release Executive Director, Youth RISE IWG **Start date:** April 2009

JOB PURPOSE

To co-ordinate the overall operation and development of Youth RISE. - this will include daily administrative management of the organization. The post holder will be required to develop new strategic and financial partnerships. The Coordinator will be responsible for engaging the membership in future advocacy initiatives and will be responsible for project and youth training facilitation. It will also be a requirement of the post to oversee and contribute to Youth RISE's input into major international reports, research and policy statements. The post holder must have a commitment to an inclusive and comprehensive harm reduction and human rights based approach to working with young substance users, sex workers and street involved youth.

KEY ACCOUNTABILITIES

1. Administration

To ensure the smooth running of Youth RISE, including the maintenance of efficient office systems, contact lists and mechanisms of communication.

2. Communication

To ensure communication is effective between the International Working Group (IWG), Youth RISE members, strategic partners and funders.

3. Team work

To work effectively, co-operatively and in a supportive manner with IWG, Youth RISE members, colleagues at Release and other partner and affiliated organisations.

4. Website

To oversee the development and maintenance of the Youth RISE website, working with our web administrators to keep the site relevant and up to date.

5. Leadership

With the Youth RISE IWG, promote and uphold the goals and objectives of the organization by engaging with meaningful projects and initiatives.

6. Policy & Strategy

To assist Youth RISE IWG in setting and developing both operational and strategic policies.

7. Advocacy

To advocate for the inclusion and incorporation of young people into current and new harm reduction and drug policy programming and planning.

8. Liaison

To develop and maintain respectful relationships with key NGOs, academics, and policymakers in the drug policy and harm reduction fields.

9. Research, training and teaching

To support manage and contribute to the process of researching, drafting and publishing Youth RISE reports and briefing papers. To coordinate and, if required, provide training which educates and promotes the objectives of the organisation.

10. Fundraising

To work with Youth RISE IWG and Release Executive Director to develop new and ongoing funding streams for Youth RISE.

11. Other Requirements

To undertake any other reasonable duties as required fulfilling the obligations of the organisation.

Youth RISE International Coordinator

Requirements

1. Demonstrable understanding of harm reduction programming for young people
2. Excellent advocacy, communication and written skills
3. Has an understanding of issues related to young substance users, human rights and global drug policy
4. Proficiency in English both written and spoken
5. Familiarity working within a youth movement, the principles of youth engagement, as well as anti-oppression and rights-based frameworks
6. Experience advocating on both the local national and international level
7. Experience working for a youth organization or for a not-for-profit organization.
8. Excellent organisational skills and the ability to plan, prioritise and time manage work.
9. Good IT skills, including experience of the full Microsoft package
10. Ability to communicate effectively with various stakeholders, target groups and partners, including both young people and high level policy makers
11. Must be able to work independently online without supervision
12. An enthusiastic, committed and creative approach to professional challenges.

Desirable

1. Proficiency in at least one other UN official language, French, Spanish, Chinese, Russian and Arabic
2. Experience with activities such as management (training, recruitment and activities) of volunteers and staff
3. Experience with basic HTML skills and website management. Coordinators will need to upload and manage website content, updates and Youth RISE activities
4. Experience and competence in public speaking.
5. Ability to stay calm under pressure and maintain a sense of humour.