

POST: Youth RISE Training and Projects Coordinator

LOCATION: Flexible

ACCOUNTABLE TO: Release Executive Director, Youth RISE International Coordinator and International Working Group members (IWG)

Start date: October 2009

Duration: 6 Month Contract/ approximately 20 hrs per week

JOB PURPOSE

To co-ordinate and develop Youth RISE trainings and resources. The post holder will be required to work with current funding partners, project partners, local NGO hosts and International Working Group members to develop group trainings, online resources and webinars for Youth RISE members and young people affected by these issues.

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 projects, trainings and resource development

2. Communication

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

Specific Communication requirements include;

- 2 weekly coordinators chats
- On-going and regular email communication
- Scheduling and participating of project meetings and check ins
- Must provide a detailed monthly calendar of working hours and availability
- Development of 6 month work plan

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. Project – Trainings, Resources

To oversee the development and facilitation of the Youth RISE regional projects and trainings. The post holder must work with our host partners to ensure effective training and safety of youth participants. In addition, they must work with the International Working Group members in the development of Youth RISE training and online resources.

Specific Deliverables for Projects include;

- Development and oversight of Youth RISE's Up! HIV Prevention Project, sponsored by MTV's Staying Alive Foundation
- Development of International Working Group member introduction webinar series
- Youth RISE Harm Reduction Workshop for IWG at the International Conference on Reducing Drug Related Harms in Liverpool, 2010
- Participation and resource development for 2010 Youth Force for the International AIDS Conference in Vienna

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. Advocacy

Development of harm reduction content, factsheets, research for advocacy purposes.

Such resources will be used to advocate for the inclusion and incorporation of young people into current and new harm reduction and drug policy programming.

7. Liaison

To develop and maintain respectful relationships with key NGOs, academics, policymakers and project partners 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. Project Funding

Acquiring and seeking out training funding and grants

Requirements

1. Demonstrable understanding of harm reduction programming for young people
2. Excellent project facilitation, 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 in advocacy, training facilitation and resources develop for both the local national and international contexts
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 project partners, including both young people, high level policy makers and host NGO's
11. Must be able to work independently online without supervision
12. An enthusiastic, committed and creative approach to professional challenges.
13. Experience with activities such as program management (training, recruitment and activities) of volunteers and staff

Desirable

1. Proficiency in at least one other UN official language, French, Spanish, Chinese, Russian and Arabic
2. Ability to stay calm under pressure and maintain a sense of humour.