Apply to become a Project Manager of the Commonwealth Alliance for Quality Youth Leadership

As the principal intergovernmental organisation of the Commonwealth, the Commonwealth Secretariat implements the collective decisions of its 56 member governments. The Commonwealth Youth Programme (CYP), working with Commonwealth member governments, youth leaders and youth work professionals to develop and implement policy and programmes for the empowerment of young people. The CYP focuses on areas of major political, economic, and social importance to young people, based on mandates received from Commonwealth Heads of Government Meetings (CHOGM) and the Commonwealth Secretariat Strategic Plan.

The Commonwealth, in partnership with the leading international youth-serving organisations, launched the Commonwealth Alliance for Quality Youth Leadership, at the Commonwealth Heads of Government Meeting in Rwanda, June 2022. The Alliance was mandated by governments to promote and expand non-formal education and youth leadership in all member countries working with key stakeholders to join efforts and focus action on three main priorities:

- Accelerating youth leadership skills training, using non-formal education and learning approaches, to reach over 100 million young people by 2030;
- Harnessing the vast potential and contribution of young people to achieve the Sustainable Development Goals;
- Developing the wider ‘soft’ or ‘core’ skills - such as resilience, teamwork, adaptability, problem solving, decision making and communication - which can help young people to ensure they are ready for the world of work post COVID-19.

The Commonwealth Education Ministers at the 21CCEM acknowledged the contribution of non-formal and informal learning in building the resilience of young people and the role of youth and community workers in delivering non-formal and informal education.

The Commonwealth Alliance for Quality Youth Leadership comprises of the largest youth serving organisations in the world including Young Men’s Christian Association (YMCA), World Young Women’s Christian Association (YWCA), World Organization of the Scout Movement (WOSM), World Association of Girl Guides and Girl Scouts (WAGGGS), International Federation of Red Cross and Red Crescent Societies (IFRC) and a leading programme for youth development, The Duke of
Edinburgh’s International Award (The Award), AIESEC, the Volunteer Service Overseas International (VSO), Rotary International, India’s youth organisation, Nehru Yuva Kendra Sangathan. https://thecommonwealth.org/alliance-quality-youth-leadership

Job Title: Project Manager  
Duration: Twelve (12) months (Eight (10) person days per month)  
Project Location: Remote  
Period: 8 September 2023 - 8 September 2024  
Total Fees: GBP 12,000 (Quarterly instalments of £3000 instalments)

Eligibility
Applicants must:
- Be a citizen of a Commonwealth member country;
- A strong bachelor degree or equivalent relevant to the role, such as public administration, public policy, international development, or social science.
- Relevant professional training highly desirable.
- A relevant post graduate qualification highly desirable.
- Have strong writing and reporting skills, excellent communication and project management skills.
- Proficient in developing strategic plans, trainings and workshops as well as youth policy development.
- Demonstrated experience in engaging and mobilising stakeholders and resources from governments, private sector, CSOs, academia, and youth networks for youth development and empowerment.
- Have a proven track record of working in multinational and remote teams.
- Have evidence of strong experience in managing a diverse, regional and/or international networks.

How to Apply
Applicants should apply by 1 September 2023 23:59hrs (BST). Only applications received via the application form will be accepted.

Application Form: https://docs.google.com/forms/d/e/1FAIpQLSfuFFZmxlcUWr3yW2PK1KSegmfVu-IURTN7v3hq-fJgSc3tlQ/viewform

Do note that the form will require you to upload documents including but not limited to the following:
Key Deliverables & Responsibility
The post holder will support the internal and external communications for the Commonwealth Alliance for Quality Youth Leadership (CAQYL). The Project Manager’s key responsibilities will typically involve maintaining documentation, such as plans and reports; assigning tasks and controlling schedules; communicating the project’s progress to team members and other stakeholders; and managing the project’s budget.

Task Description

▪ Oversee the regular management of CAQYL (administratively) and keeping up logistical arrangements of the including supporting the Alliance.

▪ Coordinate and oversee the Alliance’s project activities and working to ensure short term outputs and expected outcomes are achieved.

▪ Assisting and supporting the Adviser and Head of Social Policy on the development and piloting of projects.

▪ Designing and overseeing project schedules.

▪ Contribute and prepare the development of papers, speeches, presentations and talking points to update on the project’s progress and showcase the project’s value.

▪ Tracking and communicating project risks and opportunities.

▪ Looking for ways to increase the project’s performance.

▪ Coordinates meetings, events and workshops and provides logistical and event delivery support.

▪ Where required, represent the Commonwealth Secretariat in external partner briefings, clinics, conferences, networking and other training and development workshops.

▪ Providing administrative support, arrange travel and accommodation, virtual meetings.

▪ Organising project team meetings and recording minutes.
- Liaising with partners and stakeholders to determine the project’s objectives.

- Manage the project budget and expenditure consistent with the Commonwealth Secretariat’s business and financial controls.

- Create and submit reporting processes and regular documents and reports to keep stakeholder well-informed of the network’s activities and progress.

- Ability to manage the communications and marketing strategies of the network, including building and maintaining a social media presence and content creation, for the Alliance.

- Perform other activities as required.

**Compulsory & Desirable Skills**

**Education:**

- A strong bachelor degree or equivalent relevant to the role, such as public administration, public policy, international development, or social science.
- Relevant professional training highly desirable.
- A relevant post graduate qualification highly desirable.

**Experience:**

- At least 3 years of demonstrated experience in areas of Project Management, Youth Work or Education. International experience is desirable.
- Professional or volunteer experience in youth development and/or non-formal education is desirable.
- Experience working with multiple partners, including governmental agencies or inter-governmental bodies.
- Experience in stakeholder engagement, partnership development and coordinating networks of organisations is desirable.

**Skills**

- Good project management skills, with an understanding of project design, monitoring, and evaluation, including project budgeting and forecasting.
- Ability to work autonomously and collaboratively, and in a multi-cultural work environment.
• Ability to organise, plan and prioritise workload and work under pressure to deadlines.
• Ability to interpret and follow complex information and instructions
• Strong:
  o Operational planning capabilities
  o Analytical skills and understanding of statistical terms and concepts
  o Verbal and written communication skills
  o Interpersonal skills
  o Administrative and organisational abilities
• Excellent IT skills