About the role

Y4GG2 is a three-year programme taking place across seven national societies globally. The Y4GG2 Project Coordinator is responsible for overseeing the delivery of the Y4GG2 project and contribute to effective implementation of Excel-3 project in Nepal. Key responsibilities will include engaging with implementing partner and members of the Raleigh Nepal Society through training in formative research, behaviour change and campaign design; before supporting them to mobilise more young people in the design and implementation of a national campaign which contributes to the implementation of positive environmental policies and the adoption of sustainable practices. The incumbent will work closely with colleagues responsible for delivering Y4GG2 across Raleigh’s global alliance, collaborating, and sharing best practice to contributing to the creation of a global movement of young people working towards creating a greener and fairer world for everyone.

The primary focus of this role will be supporting RNYC members and ExCEL participants to successfully deliver the campaign, ensuring Y4GG 2 and ExCEL 3 project outcomes are met in close collaboration with Country Programme Manager (CPM).

Contract
• Nov-2021 to June 2022
• Specific Task Contract

Location
Raleigh Nepal, country office,

Salary
• Based on the Raleigh Nepal policy
Role responsibilities.

**Project Implementation - Y4GG**

- Take lead for planning, implementation, and monitoring of Y4GG2 and contribute to Excel-3 project in close collaboration with Country Programmes Manager.
- Continuously engage, coordinate and collaborate with implementing partner to implement the Y4GG2 and Excel-3 Project effectively and facilitate to recruit Excel participants for the programme and their effective Mobilization as per the programme impact or defined results.
- Conduct capacity building training/workshops/orientation to partner and Excel Participants.
- Coordinate and collaborate with other relevant staff members of Raleigh International Nepal and the Focal Points (FPs) of partner organizations for ensuring programmatic synergy and timely implementation.
- Coordinate input from technical experts and specialist trainers both within and external to Raleigh International Nepal to support the interventions described in the project log frame.
- Support planning and delivery of Kathmandu Recycles campaign activities as per the log frame with good guidance from CPM and GY4CM.

Collaborate with CPM and GY4CM to organize and supervise monthly catch-up meeting with all campaign participants to track campaign progress as per implementation plan and in consideration to ExCEL 3 required activities.

- Lead preparation and logistics planning for all campaign training events including liaising with venues, accommodation, suppliers etc.
- Support organization of Y4GG participants administration including permission letters, IT support, preparation, logistics, monthly credit allowances and event budget plans and returns, always providing support and guidance.
- Planning and implementation of project MEAL requirements in collaboration with the MEAL teams in-country office.
- Attend fortnightly Y4GG2 catch-up meetings with the Global Youth for Change Manager (UK) and other staff as required.
- Generate and review monthly spend reports in collaboration with Finance team and CPM.
- Monthly, quarterly, and annual financial and narrative reporting to the Oak Foundation, Norec and other co-finance partners as they are onboarded to the project.
- Conduct Training and support of all relevant staff, partners, and volunteers; especially in formative research, behaviour change and campaign design.
- Design and regularly update a learning-log, capturing real-time learnings from the Y4GG2 Programme.
Role responsibilities.

Finance, Administration & IT
- Contribute to manage specific budget lines of Y4GG2 and as delegated to you by the CPM and GYCA.
- Use project budgets to plan and deliver events and activities on budget having close coordination with CPM and Finance team of RIN.
- Administer supplier payments as instructed by the CPM and in accordance with finance policy and timelines.
- Abide by the Raleigh International Nepal financial policies at all times, including compliance, time keeping, and coding.
- Train and support Y4GG2 and ExCEL participants, volunteers and RNYC members to understand and fulfil financial compliance requirements. Escalate any financial management concerns to the Country Programmes Manager immediately.
- Support to partner for financial transparency of project and timely reporting.

Monitoring, Evaluation, Accountability & Learning (MEAL)
- Under the guidance of the Country Programmes Manager, perform MEAL tasks delegated to you and having collaboration with MEAL officer in order that the MEAL officer may effectively manage project MEAL.
- Be knowledgeable or all RIN project MEAL plans and reporting requirements, so that you can support completion of MEAL activities and write and contribute to specific sections of donor reports as delegated to you.
Role responsibilities.

Raleigh National Youth Centre - Support & Development

• Lead to enhance and strengthen the R NYC institutional capacity building with exploring diverse ideas.
• Promote global collaboration between national societies, underpinned by the aims and ethos in Now Is The Moment.
• Ensure all Raleigh policies and protocols are implemented during all R NYC projects and events.
• Support the CPM to manage breaches of code of conduct and programme dismissal.
• Support partner to mainstream R NYC whole team in result-based programme management process
• Maintain confidentiality over personal information relating alumni and volunteers.

Communication, Coordination and Networking

• Maintain and establish cordial working relationship with various stakeholders from government, civil society, and private sector at both local and district level in close coordination with CPM.
• Maintain networking with other Youth organization, R NYC, Excel and Y4GG2 participants
• Attend in learning sharing and review meeting among RT, RN and RIN team including participants and share best practices and progress.
• Lead on development of a Y4GG2 Nepal communications strategy with support from CPM and the UK Communications and Engagement Manager
• Lead on the development of exciting stories of change and content from the Y4GG2 programme evidencing young people's impact.
• Gather relevant stories, conduct interviews, and case studies and other news of Y4GG2. Work with communications staff to publish on relevant channels.
• Work with the GYCA and others to support the national society in the development of compelling and engaging campaign communications, with the capability of reaching and mobilising large audiences.
Education
- Bachelor (Preferred Master) degree with 3 years experience in Natural Resource Management, Environment, climate change, DRR, social science, or another relevant field.
- Practical post-qualification experience in young people mobilization will give preference.
- Ideally would have some cross-cultural work experience.

Person Specification:
- Experience in mobilization of partner, group of young people, managing project budgets. Ability to plan and deliver activities on budget.
- Experience working with diverse stakeholder groups including local government in an inclusive and effective way to achieve organisational and project goals and maximise sustainability.
- Experience of working with and managing youth volunteers and also inclusive training design and delivery. Able to deliver high quality, inspiring, inclusive training and experiential learning.
- Ability to train, coach and support young leaders through the process of analysing strategic objectives, to operational implementation of systems and activities.
- Good understanding of formative research methodologies, behaviour change theory and campaign design and implementation.
- Experience in MEAL activities and report writing, Understanding of LFAs and Project Management Tools.
- Excellent written and verbal communication skills in English and Nepali including presentation skills to a variety of audiences.
- Ability to work under pressure and react to urgent requests appropriately whilst managing multiple deadlines and/or priorities.
- Strong commitment to Raleigh International’s aims, ethos and vision, Experience of advocacy and/ or campaigns
Why work for us?

What makes Raleigh International different...
"We are taking action to harness and maximise the energy, creativity and determination of the current youth generation to tackle the most pressing and complex challenges facing our planet.

Julian Olivier, CEO, Raleigh International
Our vision.
A fair, inclusive, and green world where young people confront the planet’s most urgent crises.

Our mission.
To ignite youth-led action that creates solutions to the world’s most urgent problems.

Our role.
We support young people by connecting them with the skills, networks, platforms and experiences to lead action on the change they demand.
Raleigh International is a youth-driven organisation supporting a global movement of young people to take action.

We exist to ignite youth-led action that creates solutions to the world's most urgent problems. But while young people demand change now, they do not always know how to take action. We support young people by connecting them with the skills, networks, platforms and experiences to lead on the change they demand.

We work globally to promote the role of young people in decision making and civil society, creating meaningful youth employment and enterprise, protecting vulnerable environments, combating climate change, and ensuring the right to safe water and sanitation.

With over 35 years of experience working with over 55,000 young people from more than 100 countries, we’re an ever-evolving organisation, constantly adapting to new ideas and challenges.

This generation of young people will change the world. But in order to make the vision of a fair, inclusive and green world a reality, young people must be given access to the platforms, networks, skills and experiences they need. They must engage in action where their rights are championed, and where their voice is heard as an equal.

We support young people to move up through three levels of participation; first engaging as contributors; then as collaborators; before arriving at the level of initiators.

Contributor.
I contribute towards the achievement of predefined goals, generating new opportunities for myself and the world.

Collaborator.
I collaborate with other young people, making decisions about the goals we want to work towards collectively.

Initiator.
I ideate, initiate and engage in equitable decision making with adults devising new ways to work towards shared goals.

Our Global Alliance

For 35 years we have helped create youth leaders who are empowered to create lasting change in their communities. Our global alliance of over 15 countries forms a network of committed changemakers who collaborate on and initiate programmes and campaigns which are helping to build a greener and fairer world.

Action Not Excuses

Action Not Excuses is our first ever global environmental campaign. It will link up young people across the world to take climate action. Together we will support 100,000 young people to create new green jobs, lead the fightback against waste and pollution, and plant 10 million trees.

Your Impact.

Raleigh International's size means that you can have a big impact on the organisation with your role. We run efficient teams with core, essential skillsets and it is likely that you will be able to help shape the strategy and implementation of your team’s plans and bring your ideas to the fore. Each role in our organisation is essential and its impact can be felt on a day-to-day basis with the delivery of our programmes.

Our Culture.

Raleigh is a friendly, positive and collaborative place that feels more like a family than a workplace. Our people are at the heart of the organisation. Connecting and sharing with each other and having fun together are as important as the work we do.

We’re also a learning organisation and believe very much in having the skills to succeed. Ongoing learning and development initiatives are something we are passionate about.
All organisations have their values, but Raleigh International really is an organisation that strives to recruit based on cultural fit and hire people who really embody, not just embrace, our values. Above all we are an organisation of motivated doers, so our values are action-orientated. Here are our values and some stories from employees as to how they live those values.

“We find the courage to speak up for a cause and take action.”

Jyotir, Operations Manager, Nepal

“It is inspiring to work with such a dedicated international team where we are all striving to make the greatest positive impact”

Josh, Marketing, Recruitment and Events Officer

“Raleigh International life is being surrounded by young people who have special talents, passions, and good energy to drive changes.”

Gerald, RTS project Coordinator Tanzania

“I am glad to work somewhere where diversity is celebrated, and we can come to work as ourselves”

Heleena, People, Culture and Training Manager, UK

“We do not give up and we adapt to different cultures, contexts, people and countries to do our work in the best way.”

Hellen, National Volunteer Coordinator, Nicaragua
Not only does a career at Raleigh International Nepal offer fulfilling job satisfaction and impact, but we take seriously the investment in our best resource – our people. As an employee of Raleigh Nepal, you will be able to access the following benefits:

**Team Culture**
Working for Raleigh means you are joining a community. Whether that be the daily lunch provided in the office, the quarterly all staff meetings off-site, or being part of the volunteer inductions, you are choosing to work and live as part of the Raleigh family.

**Employee Assistance Programme**
Raleigh is part of an Employee Assistance Programme which offers support for employees and their immediate family members on a wide range of work and personal issues, including counselling and legal advice.

**Equity, Diversity and Inclusion.**
We are committed to eliminating discrimination and creating a workforce that reflects the societies we live and work in. We are also committed to creating an inclusive workplace culture that supports diversity and inclusion, allowing all colleagues and volunteers to bring their whole selves to work or their volunteering placement, without fear or judgement. We believe achieving equality, diversity and fairness of opportunity is our shared responsibility and we are working hard to ensure that as an organisation and as individuals we are all accountable. It starts with us.

**Learning and Development**

**Staff Development**
We are invested in your development. 90% of our staff team have been volunteers on our programmes, and many are now Managers within the organisation. A training fund is available to support staff personal development plans, and 3 paid study or training days are available per year. Further training / conference attendance opportunities are available internally and externally dependent on job role.

**Time Off**
Leave entitlement is 26 working days per year.

**Other Benefits**
We are continually updating our benefits package. For example, Raleigh International Nepal is registered in Social Security Fund and RIN is depositing as per required by law. Other benefits are being provided as per RIN HR policy.
Other information

Office hours

Normal office hours are Monday to Friday, 9am - 5pm. Staff may be required to work longer hours at events and during busy periods, including weekends, but time can be claimed back using the Time Off In Lieu policy.

Equal opportunities, safeguarding and vulnerable adults

Raleigh International is committed to ensuring equal opportunities and the health, safety, welfare and development of all people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity. All staff and participants who take part in activities organized by us should enjoy working and taking part without fear of harm. We guide all staff and participants to show respect for and understanding of people's rights as well as their safety and welfare, and by so doing, conduct themselves in a way that reflects our principles.

Anti-corruption policy

It is Raleigh International’s policy to conduct organization business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organization conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harm the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh’s policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.

How to apply

Please apply for this role using our online application form and selecting the job title ‘Y4GG Coordinator - Nepal’ [click here]

In your application under the person specification section, you should state why you are interested in the role and explain briefly how you meet the requirements shown in the Person Specification.

Closing date: 5th November 2021

Interview date(s): TBC