

The Global Campaign for Education (GCE) is seeking to recruit for the following positions: **Youth Engagements Officer**

Role profile: Youth Engagements Officer

Job purpose: To input into the development of a youth strategy for GCE, including support to Youth Working Group, outreach and membership campaigns of youth-led organisations and overall assistance to further the achievement of the strategic and political objectives of the Global Campaign for Education and its members.

Location: Johannesburg, SA or anywhere globally within GCE's regions

Reporting to: Global Coordinator

Employment Type: Fixed-term contract with possibility of renewal, to commence ASAP

Level: 3

Duties and Responsibilities:

Organisation

- Facilitate, participate, take notes and prepare minutes of the Youth Working Group meetings/ calls.
- Facilitate, participate, take notes and prepare minutes of the Community of Practice on Youth.
- Ensure incoming emails and messages are answered to in a timely manner.
- Build and maintain relationships with youth activists, bloggers, and other stakeholders that will help advance our work.
- Contribute to the development of reports and feedbacks to donors/funders and partners.
- Follow up and monitor communication related to GCE youth-led organisation processes.

Policy and support

- Support and implement the youth engagement strategy
- Support youth and student voices' blogs.
- Provide inputs to policy briefings, research and communications.
- Assist with the organization of meetings, seminars and other related events.
- Represent GCE Secretariat in youth and student related events.

Outreach and membership support

- Support outreach and membership campaigning of youth-led organizations.
- Support the dissemination of the youth related work of GCE to its members.
- In collaboration with the Communication team, develop the data base of youth-led and students-led organisations
- Support the GCE membership in their own youth and student engagement work.

Qualifications and Key Competencies:

Essential:

- Bachelor's degree in educational policy, educational studies, political science, sociology, development studies or other associated fields with a background in education.
- 3 to 4 years of experience working on matters related to Youth engagements.
- Project planning and coordination skills.
- Proven ability to manage relationships with youth/persons within an age range of 13-30-year olds.
- Experience in conducting and coordinating capacity strengthening activities.
- Familiarity with policies relating to youth.
- Proven ability to manage relationships with members and partners.
- A commitment to GCE's core values, principles and mission to promote the right to education.
- Excellent interpersonal skills over email, by phone and in person.
- Ability to express clearly and concisely ideas and concepts in written and oral form.
- An understanding of grassroots civil society activism, especially networks and the ability to motivate and engage staff and individuals from diverse coalition member organizations.
- Cultural sensitivity, ability to work with colleagues in different locations and demonstrated ability to work successfully with diverse constituencies.
- Fluency in written and spoken English, as well as strong writing and communication skills.
- Excellent interpersonal skills over email, by phone and in person.
- Ability to work within tight deadlines, deliver on time and to prioritize a complex workload.
- Self-starter, autonomous and able to manage own workload efficiently.

Desirable:

- Experience of working in a donor funded environment or an international organisation.
- Competency in one or more of GCE's other official languages - Spanish, Arabic, Portuguese, French.

To apply for a position, please submit your application letter and a CV/resume (2 pages maximum), including at least two contactable references, to jobs@campaignforeducation.org on or before the closing date: **Monday, 11th January 2021**. Please indicate the job title you are applying for in the subject line of the email. For further information on GCE, please visit our website: www.campaignforeducation.org/.

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- GCE is an equal opportunity organisation and everyone is encouraged to apply.
 - Please note that due to high volumes of applications that we receive, only complete applications will be considered, and only shortlisted candidates will be contacted.
 - GCE reserves the right to shortlist and interview on a rolling basis and in that case the job advert may be withdrawn at any time from job sites without notification.