

JOB DESCRIPTION

Role	Young Cities Coordinator (West Africa)		
Division	Communications, Education, Networks and Technology	Team	Young Cities (Strong Cities Network)
Reports to	Senior Manager	Direct reports	none
Budgetary responsibility	N/a	Resource responsibility	N/a
Contract	Fixed term contract to February 2022 with possibility of extension		
Salary	£28,000 - £35,000 depending on experience		

About ISD

ISD is a global counter-extremism organisation dedicated to powering solutions to hate and extremism. ISD has established itself as one of the leading global authorities on extremism and security. Combining research and analysis with government advisory work and programme delivery, ISD has been at the forefront of forging real-world, evidence-based responses to the challenges of integration, extremism and terrorism.

As a global non-profit organisation with teams in London, Beirut, Toronto and Washington D.C., ISD enjoys strategic partnerships with the world's leading technology companies and supports more than a dozen prominent governments and institutions in stemming the rise of violent extremism and hate speech.

ISD is looking for an exceptional individual to work on our Young Cities programme as Project Coordinator based in London with responsibilities for covering West Africa.

Young Cities is a joint effort by two of ISD's longest-running programmes, the [Strong Cities Network \(SCN\)](#) and the [Youth Civil Activism Network \(YouthCAN\)](#), and works in partnership with both young people and local government to enhance and support youth-led solutions to community challenges such as hate, polarisation, extremism and violence. Young people have the insights, ability and creativity to affect change on deeply entrenched community challenges. Young Cities supports and amplifies these efforts through local research, capacity-building, seed funding and direct support, giving young people the skills and freedom to develop programming that responds to the needs of their communities.

Simultaneously, Young Cities works with local government to support city-level youth collaboration and to develop more effective policy that champions youth as key partners in resilience building efforts. By working simultaneously with both groups – youth and local government – Young Cities fosters a shared understanding of local youth issues, facilitates new opportunities for cooperation, and ultimately enhances both groups' capacity to tackle community-level challenges of hate and polarisation.

Role Purpose

The Coordinator will work as part of the Young Cities team to deliver project activities with both local government stakeholders and youth, including delivery of capacity building workshops and supporting the delivery of locally-led community based initiatives, with a specific focus on project delivery in Senegal (French-speaking essential).

Responsibilities

1. Ensure successful delivery of Young Cities project activities in Dakar, Senegal

- Organise and support delivery of in-country workshops
- Support delivery of youth-led activities together with a local coordinator – regular direct communication with youth groups as required
- Coordinate delivery of small grants with municipalities
- Stakeholder management (including local civil society organisations, youth groups, municipal stakeholders)
- Conduct desk-based research as required

2. Support SCN practitioner training and engagement in other Young Cities locations

- Support outreach and stakeholder management with local government stakeholders (both face-to-face and via email/phone correspondence)
- Drafting of training materials and presentations
- Support delivery of capacity building workshops
- Coordinate delivery of small grants in other Young Cities locations as required

3. M&E data collection and reporting:

- Use of monitoring and evaluation tools and techniques to support local government and youth-led initiatives in Senegal, Kenya, Lebanon and the Balkans
- Coordinate M&E data collection in line with project results framework and ensure up-to-date data entry
- Drive forward internal lessons learned process with the Young Cities team

4. Grant management

- Support donor reporting
- Tracking budget expenditure

What success looks like

- A minimum of 3 locally-owned initiatives launched per year in Senegal
- Trusting and productive working relationships developed with local stakeholders in Senegal
- Up-to-date M&E data collection and budget tracking for activities in Senegal
- Support to M&E functions in Lebanon, Kenya and the Balkans
- Positive 360 feedback from team colleagues

Person Specification

	Essential	Desirable
Knowledge, training and qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent relevant work experience (such as conflict studies, peacebuilding, international development) 	<ul style="list-style-type: none"> • Masters degree from reputable university
Experience	<ul style="list-style-type: none"> • 2-3 years' experience in developing, managing, and delivering community-based peacebuilding projects • Previous experience working with municipalities and/or government stakeholders • Previous experience working with local counterparts, and coordinating the work of partners and coordinators in West Africa, East Africa or North Africa • Knowledge of monitoring and evaluation tools and techniques • Previous experience supporting or leading M&E data collection, and development of M&E functions 	<ul style="list-style-type: none"> • Previous experience with youth-led peacebuilding work and/or general youth engagement projects and passion for working with youth • Experience with leading and designing capacity building activities, such as workshops, exchanges and trainings on subjects such as communication campaigns, on-the-ground initiatives, and M&E functions • Previous experience working with municipalities, coordinating and organizing meetings, roundtables, and other engagements with local officials
Skills	<ul style="list-style-type: none"> • Clear, fluent and concise oral and written communication skills • Highly organized with the ability to be flexible, multi-task and respond proactively in a fast-paced environment • Ability to deliver targeted capacity building workshops, on a range of subjects 	<ul style="list-style-type: none"> • Skilled writer for public audience; online and offline research skills • Ability to facilitate dialogue between partners from a range of contexts, and youth with a range of competencies • Experience working with local stakeholders in Senegal highly desirable
Competencies	<ul style="list-style-type: none"> • Intercultural and interpersonal awareness • Ability to work well independently and in a team 	<ul style="list-style-type: none"> • Ability to develop context-driven models for collecting data, and the ability to capacity building local actors, e.g. youth and municipal officials, delivering local initiatives
Additional requirements	<ul style="list-style-type: none"> • Willingness to travel internationally • Working proficiency in French (writing, speaking and reading) 	<ul style="list-style-type: none"> • Fluency in Arabic or Swahili highly desirable. Previous work experience and/or living in West Africa and/or East Africa or Middle East

How to apply

If you would like to apply for this position, please send a one-page cover letter and up-to-date CV (no more than 2 pages) to vacancies@isdglobal.org by 4th November 2019.

Please note that only short-listed candidates will be contacted and applications without a covering letter will not be considered. All applicants who are invited to interview will be asked to produce evidence of their right to work in the UK.

Interviews will be held on 8th November 2019.