

JOB DESCRIPTION WESTERN BALKANS COORDINATOR

Role	<i>Western Balkans Coordinator</i>		
Reports to	<i>Manager, Balkans & Central Asia</i>	Direct reports	<i>None</i>
Budgetary responsibility	<i>N/A</i>	Resource responsibility	<i>N/A</i>
Safeguarding		Key relationships	<i>Youth groups, local CSO partner organisations, and municipal stakeholders</i>
Contract	<i>Fixed-term until 28 February 2022 (possibility of extension)</i>	Location	<i>North Macedonia (working remotely)</i>
Salary	<i>£1,000 - £1,500 per month depending on experience</i>	Level	<i>Coordinator</i>

ISD's Guiding Principles

ISD's four Guiding Principles run through all of our work and reflect our culture. We expect all members of the team to embody these principles, regardless of seniority and role.

INTEGRITY	We're passionate about doing the right thing and holding ourselves to high standard
COLLABORATION	Together we create more than the sum of our parts
AGILITY	We're dynamic, fast, responsive and proactive in our work
COURAGE	We take considered risks in order to drive change

Role Purpose

Young Cities works in partnership with young people and local governments to enhance youth-led, shared solutions to community challenges such as hate, polarisation, extremism and violence.

The Western Balkans Coordinator will work as part of the Young Cities team to deliver project activities with youth and local government stakeholders, in close coordination with local civil society partner organizations. This includes supporting youth-led and co-created online and offline community cohesion projects, developing local policy advice and youth engagement strategies, organizing and supporting the delivery of workshops for youth and municipal stakeholders, and assisting with project administration, communication and research support.

Young Cities is a global project currently working across nine cities in the Middle East, Africa and the Western Balkans. This opportunity will be mainly focused on programming in North Macedonia, assisting delivery in other regions as required. The Coordinator will also support other ISD

programming in the region, in particular activities under the umbrella of the Strong Cities Network, supporting the build-out of local prevention infrastructure and locally-led P/CVE approaches.

Scope

1. Support the development of youth-led and co-created campaigns and initiatives

- Support strategic development and implementation of youth-led and co-created social change initiatives in North Macedonia.
- Support coordination of small grants and project delivery, including coordination and stakeholder management with youth, local government and other local stakeholders as required.
- Support the delivery of tailored training sessions for youth groups.
- Support with project communications, including via project websites and social media channels.

2. Support design and delivery of local P/CVE programmes through Young Cities and SCN

- Support design and delivery of municipal-led youth-focussed social cohesion and prevention strategies and projects.
- Support build-out of local prevention infrastructure and locally-led P/CVE approaches through the Strong Cities Network.
- Support development of locally-tailored policy advice.
- Conduct research into local-level approaches, policies and programmes.

3. Event organization: Assist the successful delivery of project activities (predominantly in North Macedonia, with support in other countries and regions when required)

- Contribute to defining objectives and setting the agenda for events.
- Preparation of event materials, incl. concept notes, agendas, invitations, presentations etc.
- Liaise with workshop attendees before, during and after workshop delivery, as necessary.
- Drive recruitment and manage attendance.
- Liaise with event venues and organizers including external speakers.
- Support event delivery and training as facilitator.
- Support delivery in other regions and international events as required.

4. Project administration

- Assist in the administration of projects.
- Contribute to reporting processes; post-workshop reports, donor reports etc.
- Coordinate successfully with local partners in the delivery of activities.
- Support with project financial tracking.
- Support project administration and delivery of other ISD Western Balkans programming as required.

5. Research Assistance

- Assist with youth-orientated research across Young Cities.
- Support wider SCN regional research needs.
- Assist with translation and analysis of research content.
- Conduct research for workshops, training modules, concept papers and background materials.
- Support development of locally tailored youth policy advice.

Impact (the change this role needs to deliver)

The Coordinator will assist the Young Cities team in enabling youth-led solutions to building community cohesion and support youth civic engagement on a local level; and support wider regional SCN project deliverables and objectives.

Outcomes (the way success will be measured)

- Productive relationships built with youth and municipal stakeholders.
- Contribute to strategic adaptation and conceptualization of project activities in North Macedonia for youth and city stakeholders.
- Contribute to successful implementation of at least four youth-led initiatives per year.
- Contribute to the organization of at least three successful events per year.
- Enhance visibility of North Macedonian project activities via project websites and social media channels.
- Contribute at least two articles to the Strong Cities Network newsletter.
- Produce two project reports post events per year.
- Developed expertise in youth, peace and security-related issues.
- Positive 360 feedback from team colleagues

PERSON SPECIFICATION TEMPLATE

Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD’s vision, mission and Guiding Principles
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD’s policies and procedures
- Adhere to risk management and security instructions at all times

Competencies

These reflect ISD’s Guiding Principles which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD’s Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> • Personal integrity • Focus on quality
Collaboration	<ul style="list-style-type: none"> • Respect for others • Commitment to the team
Agility	<ul style="list-style-type: none"> • Efficiency and effectiveness • Growth mindset
Courage	<ul style="list-style-type: none"> • Strategic thinking • Passion for driving change

Specific Requirements

These are a priority for this specific role and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing on continuing professional and personal development.

For each listed requirement, tick whether this is an essential or desirable requirement.

Knowledge

Requirement	Essential	Desirable
Relevant experience or Bachelor's Degree or an equivalent qualification/work experience in social science or a related field	X	
Full competency and familiarity with Microsoft Office suite (Word, PowerPoint, Excel)	X	
Excellent communication skills in English and Macedonian required, with additional Albanian language skills preferred	X	
A good understanding of hate, extremism and polarization related issues in North Macedonia and/or Western Balkans		X

Experience

Requirement	Essential	Desirable
Previous experience in project or programme delivery, with proven ability to meet deadlines and contribute to team project work	X	
Previous experience with local peacebuilding work (ideally youth-led) and/or general youth engagement projects and/or previous experience with social change campaigns; and passion for working with youth	X	
Experience conducting offline and/or online research	X	
Assisted/management of micro-grants		X
Experience delivering training and capacity-building projects and events for youth		X
Experience with developing online or offline social change campaigns		X
Experience working with local authorities/ local government		X
Working with teams with diverse backgrounds in multiple locations		X

Skills

Requirement	Essential	Desirable
Clear, fluent and concise oral and written communication skills	X	
Event planning and delivery	X	
Ability to conduct desk-based research	X	

Skilled writer for public audience	X	
Experience conducting research in North Macedonia and/or Western Balkans		X
Data visualisation and network mapping skills, e.g. via tools such as Tableau, Gephi, Maltego		X
Competency in an additional local language		X

Job description and Person Specification drafted by:	<i>Sabine Barton, Senior Manager</i>
Signed off by:	<i>Moustafa Ayad, Deputy Director of International Programs</i>
Date:	
HR / Ops sign off:	<i>Mandi Lazenby, Senior HR Manager</i>
Date:	
Date for next review:	<i>April 2021</i>