

Terms of Reference and Job Description

**RECRUITMENT OF CO-ORDINATOR FOR THE
COMMONWEALTH YOUTH SPORT FOR DEVELOPMENT AND PEACE NETWORK (CYSDP)**

Job Title:	CYSDP Coordinator
Duration:	Twelve (12) months
Project Location:	Remote
Period:	1 July 2023 - 30 June 2024
Total Fees:	GBP 6000 paid in monthly instalments of GBP 500.

Background

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), works 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 CYP aims to support member governments, youth leaders and young professionals to create optimal enabling environments for young people to participate as equal partners in development and democracy. The CYP also facilitates and supports representative youth leaders to build national, regional and Pan-Commonwealth networks, drive youth-led action, and have a voice in decision-making. The youth population can be leveraged to share information on the use of sport to create positive change in their societies, commonly referred to as Sport for Development and Peace (SDP), while increased involvement in high-level decision making will ensure that the voice of youth is reflected in SDP policies and processes.

In May 2013 the Commonwealth Secretariat supported the establishment of the Commonwealth Youth Sport for Development and Peace Network (CYSDP). CYSDP is a group of young leaders from Commonwealth regions, with expertise and understanding of SDP, selected by the Commonwealth Secretariat to work towards advancing youth development in the Commonwealth through sport.

The CYSDP network provides a platform for collaboration with young people on important national, regional and global development issues. It also strengthens the capacity of young people to engage with their communities, policy makers and wider stakeholders. This approach moves beyond recognising that young people are valuable human resources capable of developing into healthy and productive adults and positions them as catalysts for change.

Objectives of CYSDP

The objectives of the network are:

- To advocate, educate, and demonstrate, the benefits of using sport as a tool for development and peace (SDP) across intersectoral social policy work (specifically health, youth and education but others as appropriate);
- To be a leading youth voice in the Commonwealth promoting best practices in SDP and to provide a platform, through which young people using sport to create positive change in their societies can share their knowledge and practical experiences with peers from across the Commonwealth, and provide input on pertinent SDP and sport policy issues to Commonwealth leaders and decision-makers;
- To enable young people, through engaging with decision-makers and experts, to gain insight and participate in decision making on key issues in the policy space relevant for their work;
- To support the implementation of commitments made at Commonwealth Sports Ministers Meetings (CSMM) through advocacy work and through the mechanism of the Commonwealth Advisory Body on Sport (CABOS).

Vision and Mission

The vision of the CYSDP Network is to achieve the above objectives and be the leading youth voice in the Commonwealth promoting best practices in SDP and helping to advance the Commonwealth's work to better utilise the power of sport for sustainable development goals.

The specific mission of CYSDP is to:

Advocate, educate and demonstrate the power of SDP to policymakers and the young people of the Commonwealth.

CYSDP is not mandated to independently deliver programmes or run projects, but to advocate for SDP and propose initiatives and issues to the Commonwealth Secretariat, and through Commonwealth, platforms to member governments, for consideration. The CYSDP Executive Committee will oversee the further development of the Sports for Development and Peace Commonwealth Youth Network and provide direction as well as be the link to the Commonwealth Secretariat, Commonwealth Youth Networks and National SDP Youth Structures around the Commonwealth.

Scope of Work and Key Responsibilities

The main role of the CYSDP Coordinator is to coordinate and support the work of the CYSDP Executive Committee across the Commonwealth, with a focus on the administration and implementation support of the network.

Key responsibilities include:

- Working with the CYSDP Chair, CYSDP Executive and the Secretariat (Sport and Youth Teams) to re-establish the CYSDP Executive Committee and CYSDP Strategic Plan of Action and, once produced, monitor the implementation of the Network's Strategic

Plan of Action including the implementation of the communication strategy, and development of policy papers, position papers and publications.

- Provide administrative support for the Executive Committee, both in the interim phase and when fully established, and be the lead facilitator of quarterly online meetings with the Executive Committee members, including co-authoring an external quarterly report on the network activities with the CYSDP Chair, in addition to producing a monthly activity reports for the Commonwealth Secretariat.
- Coordinate and organise the participation (in form of position papers unless otherwise stated) of CYSDP in key Commonwealth decision making platforms including Commonwealth Advisory Body on Sport (CABOS) meetings and working groups and Commonwealth Sports Ministers Meetings (CSMM).
- Support strengthening of partnerships and collaboration with the Commonwealth Secretariat, Commonwealth Youth Council (CYC), Commonwealth Youth Networks, and other stakeholders as directed.
- Represent the Commonwealth Secretariat and the CYSDP Network at key events and partner meetings as required and maintain CYSDP's frequent and consistent communication with key stakeholders, this includes ensuring regular updates of the network's work and also sharing of opportunities and announcements to all members of the network via the executive.
- Support the network to increase visibility and outreach by promoting the CYSDP on social and digital media and other possible online platforms in order to engage more Commonwealth youth in its planned activities. Support the Communications lead and committee to produce content for and manage social media platforms (Twitter, Facebook, Huddle, Sport and Dev page).
- Support and grow the membership of CYSDP by monitoring focal points' terms, and performance of roles and responsibilities according to the Term of Reference, coordinating recruitment of Executive Committee members and focal points, and recording and monitoring member details.
- Supporting Chair and Executive team to maintain CYSDP contact database and to maintain regular communication with network members, organisations and other networks including but not limited to Commonwealth Youth Networks.
- Maintaining the google drive and knowledge storage system; and communicating all relevant information to the Chair and Executive team. This includes duties to ensuring that CYSDP has an updated, functioning and accessible library of assets.
- Support the CYSDP Executive Committee to ensure the effective delivery, measurement and documentation of their work, mandated responsibilities and engagements with stakeholders. This includes supporting the executives in producing the monthly, annual and other CYSDP reports.

Key Deliverables

The work of the CYSDP Coordinator will specifically include but not limited to the following **Monthly deliverables**:

1. Monitoring plan that tracks progress of CYSDP Strategy and Plan of Action.
2. Calendar management: Managing the Network's schedule, including scheduling meetings, calls, and appointments with internal and external stakeholders.
3. Communication: Acting as a liaison between the Chair and internal and external stakeholders, including institutional members, network representatives and working groups.
4. Email management: Monitoring and responding to emails on behalf of the Chair, prioritizing messages and flagging urgent requests.
5. Meeting preparation: Preparing agendas, briefing materials, and presentations for meetings attended by the Network representative.
6. Confidentiality: Maintaining the confidentiality of sensitive information and ensuring that all communications are handled with discretion.
7. Project management: Managing projects and initiatives on behalf of the Chair, including tracking deadlines, conducting research, and preparing reports.
8. Relationship management: Building and maintaining relationships with key external stakeholders.
9. Problem-solving: Anticipating and solving problems before they arise, and finding creative solutions to complex issues that may arise in the Chair's work
10. Report on:
 - i. media and other content produced; communication disseminated to focal points or other partner stakeholders.
 - ii. engagement with Commonwealth Advisory Body on Sport, Commonwealth Youth Council (CYC), Commonwealth Youth Networks, particularly the Commonwealth Health Youth Network and collaboration on the NCD Guiding Framework project, and other stakeholders (authored jointly with the policy and advocacy focal point).
 - iii. Social media engagement (authored jointly with the Communications focal point or other person where relevant).
11. Updated focal point contact list (authored jointly with the Regional Focal Points)
12. At least one of either:
 - i. Logistics, agenda and/or minutes of CYSDP teleconference.
 - ii. Updated CYSDP Strategic Plan, Terms of Reference, and Code of Conduct.
 - iii. Position paper for Commonwealth Advisory Body on Sport (CABOS) meetings or Commonwealth Sports Ministers Meeting (CSMM) [N.B. paper would be written and produced by members; deliverable is to coordinate process, editing and production]; and/or,
 - iv. Extended content/media piece
 - v. Any other material as may be required in the performance of the role as delineated under Scope of Work and Key Responsibilities.

Timelines & Remuneration

The assignment is expected to take place from **1 August 2023 - 31 July 2024**. This contract may be renewed or terminated with 1-month notice pending satisfaction of the coordinator's work.

Weekly time commitment can vary but may require approximately 18 hours weekly.

The CYSDP Coordinator will receive a total of £6000, which shall be paid in quarterly instalments based upon a review of the previous monthly reports:

Deliverables	Due Date	Remuneration
Signature of Contract	01/08/2023	
Submission of Monthly Report	01/09/2023	
Submission of Monthly Report	01/10/2023	£1500
Submission of Monthly Report	01/11/2023	
Submission of Monthly Report & Submission of 2024 Annual Workplan	01/12/2023	
Submission of Monthly Report & Submission of 2023 Annual Report	01/01/2024	£1500
Submission of Monthly Report	01/02/2024	
Submission of Monthly Report	01/03/2024	
Submission of Monthly Report	01/04/2024	£1500
Submission of Monthly Report	01/05/2024	
Submission of Monthly Report	01/06/2024	
Submission of Monthly Report & Final Report and submission of Handover Document	01/07/2024	£1500

Reporting and Key Accountabilities

The CYSDP Coordinator will work under the supervision of the Youth Team and Sport for Development and Peace team with any queries to be directed to youth@commonwealth.int or c.brooks@commonwealth.int. The Youth Team of the Social Policy Development Section will authorise, coordinate and fund any necessary work-related matters, if necessary. The Sport for Development and Peace Team will provide support where necessary in addition to reviewing the Monthly Deliverables and supporting with the strategic planning and re-establishment of the Executive Committee.

Eligibility

Applicants must:

- Be aged between 18 to 29 years at the time of application.
- Be a citizen of a Commonwealth member country.
- Have a strong commitment to CYSDP's vision and mission.
- Have a proven track record in sport for development projects and programmes.

Required Skills

Applicants should be able to demonstrate via their application, based on their experience, that they have the following skills:

1. **Administration Support.** The candidate should possess excellent administrative and people skills and have proven abilities to coordinate meetings, write publications, reports and papers and support research and thematic policy areas.
2. **Project Management & Implementation.** The candidate should be able to commit the time required, at circa 18 hours per week, and be able to demonstrate good management/project delivery skills, support the development of strategic partnerships and monitor the implementation of the action plan.
3. **Networking Development.** The candidate should be able to promote the network in the relevant space to raise awareness of its work and maximise impact. The candidate should also be accountable for growing a community and network, beyond personal networks.

Desirable attributes

Applicants should be able to demonstrate via their application, based on their experience, that they have the following desirable attributes:

Working with Others

Regularly shares information of value with colleagues
 Shows commitment to delivering on key agreements made to colleagues
 Makes an effort to view a situation from the other party's perspective as well
 Demonstrates awareness and sensitivity to colleagues' pressures
 Develops a wide network, including senior level contacts to facilitate activities and further own knowledge
 Develops long term relationships across cultures and/or geographical boundaries
 Uses relationships to identify the best people to help in the completion of tasks
 Tactfully deals with difficult people to gain buy-in and manage their expectations

Communication

Interacts and communicates effectively with internal/external contacts
 Ensures information is communicated to all the appropriate people
 Provides feedback to more senior colleagues effectively, providing justification where necessary
 Uses the correct method of communication, depending on the message and the audience
 Anticipates objections in dialogues and prepares convincing responses
 Writes reports and papers that are succinct accounts of key information

Developing & Applying Professional Expertise
<p>Proactively identifies how to develop specialist knowledge</p> <p>Takes learning from previous experience and applies it appropriately</p> <p>Demonstrates willingness to learn new skills and/or approaches</p>
Respect for Diversity
<p>Works effectively with people from all backgrounds</p> <p>Treats all people with dignity and respect and treats men and women equally</p> <p>Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making</p> <p>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group</p> <p>Identifies biases in systems & processes</p>
Adhering to Principles and Values
<p>Adapts professional style to suit different situations with different individuals where appropriate</p> <p>Takes ownership of assigned tasks, honours deadlines</p> <p>Ensures timely delivery of outputs within defined cost and quality standard parameters</p>
Adapting and Innovating
<p>Recognises opportunities for improvement and proposes change with impact and effect</p> <p>Drives forward improvements and innovations within own area of responsibility, adding value where appropriate</p> <p>Quickly grasps new concepts and how to apply them</p> <p>Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective</p> <p>Will effectively reorganise activities when faced with changing contexts and demands</p> <p>Promotes new ideas that are picked up by senior colleagues</p> <p>Adapts personal style to meet the needs of others</p>

Selection process and evaluation weightings

Following the closing date for applications, the evaluation panel will shortlist applications and proceed to invite between 5 and 10 candidates to an interview. The shortlisting process will be based on how well the candidates have demonstrated through their application form that they meet the required skills and desirable attributes listed in this TOR & JD. The evaluation weightings for the interview stage are presented below:

Price Weightings (10%)

Evaluation Weightings from interview (90%)

The evaluation weighting from the interview will be apportioned across the following areas based on the required skills and desirable attributes:

Table 1: Evaluation weightings

<i>Required skills (60%)</i>	Weighting
Administration skills	20%
Project management and implementation skills	20%
Networking development skills	20%
<i>Desirable attributes (30%)</i>	
Working with others	5%
Communication	5%
Developing and applying professional expertise	5%
Respect for diversity	5%
Adhering to principles and values	5%
Adapting and innovating	5%

How to Apply

Applicants should apply by **7 July 2023 23:59hrs (BST)** by using the online application form (link below):

[CYSDP Network Coordinator Application 2023 - Google Forms](#)

Please note that should your application be successful and you are shortlisted to attend an interview, the proposed interview dates will be on or around the 12th July 2023. The interviews will be held online using MS Teams.

Please also note that the application form will require you to complete every section by answering all questions and upload documents including the following:

- CV/Resume
- 1 reference letter from a reputable and relevant referee with contact details for your referee

For any further information or clarification, please contact c.brooks@commonwealth.int.