

# Commonwealth Youth Sport for Development and Peace (CYSDP) Coordinator at the Commonwealth.

**Job Title:** Commonwealth Youth Sport for Development and Peace Coordinator

**Duration:** Twelve (12) months

**Project Location:** Remote

**Period:** 1 December 2025-30 November 2026

**Salary:** £6000

We are seeking for the next Commonwealth Youth Sport for Development and Peace (CYSDP) coordinator for a contract period of 12 months.

## **Overview:**

The Commonwealth Youth Sport for Development and Peace Network (CYSDP) is a platform for young people to advocate and engage on CYSDP 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 that maximise the contribution of sport towards sustainable development. It also strengthens the capacity of young people to engage with their communities, policy makers and wider stakeholders.

## **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, gender 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).

## **Scope of Work and Key Responsibilities**

The main role of the CYSDP Network Coordinator is to coordinate and support the work of the Network, and its Executive team across the Commonwealth, with a focus on both the administration and day to day running of the network.

Key responsibilities include:

- Working with the CYSDP Chair and the Secretariat's Sport for Development and Peace Team and Youth Team 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 report for the Commonwealth Secretariat.
- Coordinate and organise the participation (in form of position papers on youth voice 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.

## **Deliverables**

The work of the CYHN Coordinator will specifically include but not limited to the following monthly deliverables:

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

1. Monitoring plan that tracks progress of CYSDP Strategy and Plan of Action.
2. 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).
3. Updated focal point contact list (authored jointly with the Regional Focal Points)
4. 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.

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.

## **How to Apply**

Applicants should apply by **Friday 24 October (noon)**

Please note that should your application be successful and you are shortlisted to attend an interview, the proposed interview dates will take place in November 2025 (dates TBC). 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 the 2 questions and upload documents including the following:

1. What experience do you have working with youth-led organisations or networks, and how would you use this experience to strengthen the CYSDP's coordination and impact?

2. This role requires strong skills in administration, project management, and networking across diverse cultures and regions. Can you give an example of when you successfully combined these skills to achieve a meaningful outcome?

- 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 [k.gosalia@commonwealth.int](mailto:k.gosalia@commonwealth.int)

### **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 CYHN's vision and mission.
- Have a proven track record in sport for development and peace projects and programmes.

### **Skills and experience required**

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

- a) **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.
- b) **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.
- c) **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:

1. Working together
2. Communication
3. Developing and applying professional expertise

4. Respect for diversity
5. Adhering to principles and value
6. Adopting and Innovating