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| POSITION: Youth Coordinator | REPORTS TO: Manager Programs |
| DIRECT REPORTEES: 01 | LOCATION: National Office, Suva |
| <p>INTRODUCTION:</p> <p>The Fiji Red Cross Society (FRCS) is the largest local humanitarian organisation in Fiji committed to quality service delivery to the most vulnerable. The organisation is part of the Red Cross & Red Crescent Movement which has 192 member countries.</p> <p>The Society is recognised by the Government of Fiji as a voluntary relief organisation, and is auxiliary to Government. It has 16 branches throughout the country with Divisional Centres in the West, North and Central/Eastern Divisions which are supported by the National Office based in Suva.</p> <p>The Fiji Red Cross Society has the biggest volunteer system in the Fiji Islands and they are community-based so as to enhance the effectiveness of our reach and work as an organisation.</p> | |
| <p>ROLE PURPOSE:</p> <p>Our youths have a right to participate in the development of our nation. An investment in the health and well-being of our youths is an investment in the future of Fiji. In providing our Youths with the right opportunities and support, it will help to build a more resilient nation and address the needs of them in our communities.</p> <p>A Youth Coordinator is responsible to plan, manage and execute all initiatives, projects and events relating to the needs of our Youths in Programs rolled out by Fiji Red Cross.</p> <p>Their core responsibility is ensured that every Program, be it Disaster Management, Resilience, Health that the Youths needs in relation to these areas are a focus.</p> <p>The training of our Youths in areas of advocacy, first aid, safety, etc is important.</p> <p>The roll out of programs such as School Safety, Junior Red Cross and outreach program at Primary and Secondary school level is a need.</p> | |
| <p>JOB DUTIES AND RESPONSIBILITIES:</p> <p><u>KEY ACTIVITIES</u></p> <ul style="list-style-type: none"> • By October, research, consult and develop a 12-month plan on key initiatives for Youth • In tandem with the 12-month plan, prepare budget for each initiative. • Organise and prepare for orientation training for all in-service youth volunteers and the training of trainers in Youth Programs. This training should be scheduled at least once per month based on new registrations. • Plan for special day celebrations including those related to Youth such as International Youth Day. • Hold Café Talanoa for our Youths at least once every 6 months with topical issues that will help stimulate discussions on social impacts affecting Youths today. • Prepare resource material for distribution to Schools / Youthlink members. • Conduct and provide support to youth volunteers in FRCS branches. • Develop suitable Youth awareness programs to coincide with events such as FNU and USP Open Days. | |

- Liaise with relevant stakeholders (Government Ministries, NGO's, youth groups, etc.) regarding emerging youth issues, training & development, support services for community youth leaders, teachers involved in youth initiatives and Red Cross youth volunteers.
- Engage Junior Red Cross initiative through Ministry of Education
- Coordinate the Youth Peer Education Program.
- Liaise with branches on Youth issues and activities.
- Work with Divisional Managers and branches on youth related activities and programmes.
- Be the Focal Point for International Youth Exchange program and facilitate it.
- Plan, facilitate and support Youth Commission meetings.
- Plan, facilitate and support National Youth Forum and National Youth Summit.
- Preparation and submission of Youth monthly reports.
- Prepare and monitor Youth program budgets and responsible for annual budget of department.
- Assist in all fundraising events.
- Assist with supervision and guidance of Volunteer Program Officer.
- Assist in any other delegated activities by DG or management.

PROVEN SKILLS AND EXPERIENCE IN THE FOLLOWING AREAS:

- Understanding of youth development and associated issues.
- Background in Health Promotion/Social Work/Youth Development.
- Ability to think laterally and provide innovative solutions to issues.
- Able to work under minimum supervision.
- Ability to adapt to change, work with fast paced transformational leadership and capable to think lateral.
- Ability to lead staff and volunteers, including training, work planning, organizing, scheduling, and coordinating for the Youth Program.
- Use assessment tools and metrics.
- Assist with the planning and development of program policies and procedures.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Maintain accurate financial records and work within authorized budgeted resources.
- Speak effectively in public.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills, and establish, maintain, and foster positive and effective working relationships with stakeholders.
- Good interpersonal and communication skills.
- Proficiency in use of Microsoft Office.

Issues applicable to All Staff

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| 1. | Must subscribe and adhere to the FRCS fundamental principles. |
| 2. | Must sign the FRCS Child Protection Policy. |
| 3. | Promotes gender development and equal opportunities in team development. |
| 4. | Promotes Protection and Social Inclusion in program activities. |
| 5. | Perform other related duties as assigned by the Director General. |

Position Requirements

| Education | Required | Preferred |
|---|-----------------|------------------|
| Degree or relevant tertiary qualification in Social Sciences and/or Management or relevant discipline. | | X |
| Certificate or Diploma in community/ youth development, social sciences or related field. | X | |
| Experience | Required | Preferred |
| Five years' experience in a related field. | X | |
| Knowledge and Skills | Required | Preferred |
| Understanding of youth development and associated issues. | X | |
| Thorough and strong attention to detail. | X | |
| Background in Health Promotion / Social Work / Youth Development. | X | |
| Good interpersonal and communication skills. | X | |
| Proficiency in use of Microsoft Office. | X | |
| Ability to think laterally and provide innovative solutions to issues. | X | |
| Demonstrate strong customer service skills, and establish, maintain, and foster positive and effective working relationships with stakeholders. | X | |
| A confident public speaker. | X | |