



Job Description: Youth & GESI Coordinator

Job Purpose

This role is central to advancing the Fiji Red Cross Society's commitment to youth empowerment and inclusive humanitarian action. The Youth & Gender Equality Social Inclusion Coordinator is responsible for leading the planning, implementation, and evaluation of youth initiatives while mainstreaming gender equality and social inclusion (GESI) across all programs and services.

The position ensures that youth voices are reflected in decision-making processes and that GESI principles are integrated into policies, training, and community activities. The coordinator works across departments and with branches, external partners, and communities to ensure meaningful participation and equitable access to services for all individuals, especially those from marginalized or underrepresented groups.

Job Responsibilities

Program Development & Strategic Planning

- Develop and implement 12-month plans for youth initiatives and GESI cross-cutting activities.
- Lead in the preparation of GESI proposals and their implementation.
- Prepare Youth and GESI activity plans and related monitoring and evaluation activities.
- Analyse baseline study data to determine the underlying needs of beneficiaries.
- Support program sectors (Disaster Management, Health and Care, Youth, Safety, National Society Knowledge and Development, etc.) to ensure that gender and diversity matters including safeguarding, violence prevention are adequately identified and addressed.
- Work with program developers to ensure robust inclusion of gender and diversity matters and to ensure compliance with donor requirements for GESI mainstreaming.
- Evaluate the relevance and appropriateness of current and future programming in relation to safeguarding, gender and diversity issues.
- Contribute to the preparation of internal and external reports for donors, including expenditure plans and situation reports (SitReps) during emergencies/disasters.
- Prepare and monitor Youth and GESI program budgets and responsible for annual budget planning.
- Develop the Society's Youth and GESI strategy in alignment to the Strategic Plan 2022-2026.

Training & Capacity Building

- Organise and prepare for orientation training for all in-service youth volunteers and the training of trainers in Youth Programs. Training should be scheduled at least once every quarter based on new volunteer registrations.



- Support and/or lead on the design and delivery of trainings and other capacity building exercises for staff and volunteers on concepts related to gender, diversity, and interpersonal violence prevention.
- Preparations of GESI training sessions and workshops including specific tasks of sourcing material, preparing training venues, managing bookings and schedules.
- Develop and/or assist with Information, Education and Communication materials including relevant translations into local dialects/languages.
- Engage Junior Red Cross initiative through Ministry of Education.
- Coordinate the Youth Peer Education Program.

Community Engagement, Partnerships & Advocacy

- Liaise with relevant stakeholders (Government Ministries, NGOs, 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.
- Take lead on regular communications including e-networks and social media on gender and diversity issues.
- Mainstream gender and inclusion in the reviewing of the existing organizational policies and procedures.
- Plan for special day celebrations including those related to Youth such as International Youth Day.
- Hold Webinars or Talanoa for Youths at least once every 6 months with topical issues that stimulate discussions on social impacts affecting Youths.
- Develop suitable Youth awareness programs to coincide with events such as FNU and USP Open Days.
- Provide secretariat support to the Youth Commission and in close liaison with the Youth Commission Chair
- Support the function of the Youth Commission on the Pacific and Asia-Pacific regional network.
- Work with Divisional Managers and branch youth officers 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 lead in the organizing of the annual National Youth Forum and National Youth Summit.

Monitoring, Evaluation & Reporting

- Preparation and submission of Youth and GESI monthly reports.
- Ensure quality and integrity of implementation, including adherence to technical guidelines, administrative systems, and established deadlines.
- Report, liaise and represent (internal and external) where required.
- Monitor implementation of GESI and Youth strategies, ensuring adherence to donor and organizational requirements.
- Ensure timely and accurate reporting of activities, outcomes, and financials to management and donors.
- Assist in all fundraising events.



Organizational Integration & Policy Support

- Promote gender development and equal opportunities in team development.
- Promote Protection and Social Inclusion in program activities.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Maintain accurate financial records and work within authorized budgeted resources.
- Perform other related duties as and when assigned by the Director General.

Other Duties:

- Be prepared to undertake other projects/ duties as assigned for the overall benefit of the organization.
- Completion of any other administrative tasks assigned by Line Manager.

Applicable to All Staff:

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
At least 5 years of relevant working experience in similar field		X	
Experience in working for a humanitarian aid organization working with vulnerable communities		X	
Experience in the delivery of gender and health related activities		X	
Experience using gender analysis and gender sensitive planning tools		X	
Proven presentation, training and facilitation skills		X	
Experience dealing with sensitive topics and an appreciation for how these issues are dealt with in different cultural contexts		X	
Prior experience in cross-cultural settings would be an asset		X	
Proficient in the use of the Microsoft Office package especially Microsoft Excel		X	
Able to work under minimum supervision			X
Knowledge and Skills		Required	Preferred



Understanding of youth development, GESI and Safeguarding	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	