



Youth Together Under One Voice

Part-time Youth Serving Organisations Coordinator Role

ABOUT YSO(Youth Serving Organizations)

The YSO Consortium is a network that brings together the major youth serving organisations operating at the national level and at the county levels in Kenya. The current conveners of the YSO consortium are Siasa Place, Youth Alive! Kenya, Amnesty International and CEFA. The network members mainly focus on Research, Capacity development, Civic Education and Governance, Networking and Strategic partnerships, Countering Violent Extremism, Sexual Reproductive and Health Rights, legal aid, Youth empowerment and Livelihoods, and policy influencing on human rights and youth engagement. The YSO consortium members have been involved in the development of key interventions targeting youth empowerment and participation in Kenya with some notable successes.

Key Duties & Responsibilities

Strategy:

- Take a leading role in defining the vision and long-term strategic plan for the consortium, collaborating closely with conveners and other key stakeholders.
- Assume responsibility for executing and reporting on the consortium's strategic objectives.
- Collaborate with conveners and the relevant committee to create and implement an annual operating plan and Key Performance Indicators (KPIs) aligned with the consortium's strategic plan.

Leadership:

- Provide management and leadership for the consortium's volunteers.
- Foster an environment that encourages youth volunteerism and nurtures positive employee relations.
- Foster effective communication among committees, volunteers, member organisations, and conveners.
- Lead the recruitment and selection of staff for the consortium.

Operations:

- Establish and maintain connections with appropriate stakeholders in Kenya and internationally.
- Identify emerging learning needs among members and coordinate and support the delivery of responses to these needs.
- Identify opportunities for external influence and public engagement for the consortium and coordinate and support members in responding to these opportunities.
- Develop multi-stakeholder projects and initiatives.

Governance:

- Collaborate with conveners to uphold and ensure compliance with the consortium's governance code and other legal requirements, such as data protection.
- Work closely with the consortium's volunteers, members, and conveners to set meeting agendas and steer meetings for their smooth and effective operation.





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Finance and Funding:

- Manage consortium assets, including the preparation of operating budgets.
- Collaborate with relevant stakeholders on financial returns and reports to members and funders, as well as the preparation of quarterly and annual financial reports.
- Collaborate with the Chair and Steering Committee to ensure continued adherence to the organisation's financial and governance procedures.
- Actively manage relationships with funders and seek additional funding and fundraising opportunities.
- Promote the consortium's work through various platforms and with diverse stakeholders.

Behavioural Competencies needed for this role:

- **Leading:** Inspires and leads others to achieve the consortium's goals.
- **Communicating:** Communicates clearly and effectively both internally and externally.
- **Collaborating:** Maintains positive collaborative relationships within and outside the consortium.
- **Stewardship of Resources:** Ensures transparent, sustainable, and integrity-driven use of the consortium's resources.
- **Delivering Results:** Achieves high-quality outcomes through effective performance, planning, and decision-making.
- **Continual Improvement & Learning:** Actively seeks opportunities for self and consortium member development to better fulfil the consortium's mission.
- **Flexibility & Change:** Adapts positively to change and different approaches while managing or participating in change processes appropriate to the organisation's role.

Please send your CV to youthserving254@gmail.com deadline COB: 29th September 2023

