

# Youth Participation Coordinator

**Apply now!**

Tallinn, Estonia. Posting Date: 12/1/2021. Deadline: 24/1/2021

**Do you have an ambition to foster youth participation in decision-making? Do you get professionally excited when there is a chance to do strategic planning and international cooperation? Are you a person who also enjoys hands-on work with projects, events and diverse stakeholders in order to raise the quality of European youth work? Do you want to work in an organisation, which aims to foster youth participation across Europe?**

If so, this is an invite for you to apply for a job at the Erasmus+ SALTO<sup>1</sup> Participation and Information Resource Center (SALTO PI) based in the Education and Youth board Harno, the Erasmus+ and European Solidarity Corps Agency in Estonia.

To support youth participation in Europe, the **main role of the SALTO PI** is to help the network of National Agencies of Erasmus+ Youth and European Solidarity Corps (NAs) to exploit the unique potential of the EU Youth programmes in supporting and manifesting youth empowerment by providing participation experience, fostering young people's participation in civic and social life, involving young people in democratic decision making processes and in developing competences for participation as well as engaging young people and decision makers in the EU Youth Dialogue.

**The responsibilities of the SALTO staff are based on the objectives for SALTO PI:**

- To implement the European Strategy for enhancing youth participation through Erasmus+ and European Solidarity Corps programmes and steering and supporting the NAs in effective implementation of the Strategy at national and transnational level;

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<sup>1</sup> **SALTO** is a European network of Resource Centres with the mission to improve the quality and impact of the EU youth programmes (Erasmus+ and European Solidarity Corps) and to support and develop European youth work.

- To support the capacity building of the NAs to take their role as enhancer of youth participation, including their role in the development of critical competencies for participation and in using the full potential of the digital technologies in reaching its' target audiences;
- To provide guidance to and support the NAs on state-of-the art strategies for effective communication to and with their target groups to enable reaching out to a higher number and diversity of young people;
- To develop expertise on and initiate reflection, discussion and cultivate awareness about the evolving trends in youth participation, competences for participation, involvement of young people in democratic decision-making processes, youth participation through volunteering or youth organisations, policy developments around participation, etc;
- To develop and offer easily transferable and smart information, communication and educational tools and online campaigns for NAs for youth empowerment and participation;
- To offer new and smart solutions (innovation) to NAs and the European Commission, including data-rich analyses as well as innovation in approaches and methods for youth work to foster youth participation and the critical competencies development needed for its quality;
- To mainstream the concept and principles of 'smart youth work' in the field of Youth and especially in fostering youth participation in civic and social life;
- Liaise with and provide expertise and support to the European Commission for raising awareness amongst stakeholders about the objectives of the EU Youth Dialogue, follow up on the outcomes of the EU Youth Dialogue and developing synergies between EU Youth Dialogue and the EU youth programmes.
- Organise events (offline and online) to support achieving the objectives.

**We are hiring a Youth Participation Coordinator to work in SALTO PI starting February, 2021.**

### **Competencies:**

- Ability to identify issues, analyse and participate in the resolution of issues/problems.
- Ability to conduct data collection using various methods.
- Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research

sources, including electronic sources on the internet, intranet and other databases.

- Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.
- Shows pride in work and in achievements.
- Demonstrates professional competence and mastery of subject matters.
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Motivated by professional rather than personal concerns.
- Shows persistence when faced with difficult problems or challenges.
- Remains calm in stressful situations.
- Has knowledge and understanding of financial regulations and rules, procurement process and procedures.
- Values and contributes to good team work.

### **Communication:**

- Speaks and writes clearly and effectively;
- listens to others, correctly interprets messages from others and responds appropriately;
- asks questions to clarify, and exhibits interest in having two-way communication;
- tailors language, tone, style and format to match audience;
- demonstrates openness in sharing information and keeping people informed.

### **Planning & Organising:**

- Develops clear goals that are consistent with agreed strategies;
- identifies priority activities and assignments;
- adjusts priorities as required;
- allocates appropriate amount of time and resources for completing work;
- foresees risks and allows for contingencies when planning;
- monitors and adjusts plans and actions as necessary;
- uses time efficiently.

### Education:

Advanced university degree (Master's degree or equivalent), preferably in social sciences.

### Work Experience (including voluntary work):

A minimum of four years of responsible international experience in project or programme management in the area of youth participation is required. Experience in planning, managing and conducting transnational training programmes, organising conferences and monitoring/analysing information and data is desirable. Experience in online and/or outreach/information campaigns and projects is required. Experience working in international or governmental organisations is desirable.

### Languages:

Fluency in English (both oral and written) is required; basic knowledge of Estonian is an asset.

### What we offer:

- Work in an ambitious and dynamic team committed to a shared cause, including an active approach to team development, trainings and opportunities for personal and professional development
- Benefits designed for your well-being and a healthy work-life balance, e.g. health subsidy and health days; a salary that enables comfortable living in Estonia
- A commitment to creating a diverse and inclusive workplace that enables everyone to bring their full self to work and make a positive impact on the world.

### Apply now:

We are looking forward to your application!

We invite you to submit **by 24th of January** 2021, 13:00 CET your **CV**, highlighting the relevance of your experiences and competence to the job and a **motivation letter** focused at your vision in working at the SALTO Participation and Information Resource Centre.

The documents should be sent to [participation@salto-youth.net](mailto:participation@salto-youth.net).