



Asia South Pacific Association  
for Basic and Adult Education  
Learning Beyond Boundaries

## **Coordinator, Youth Constituency Building Programme Position Description and Selection Criteria**

### **About ASPBAE**

ASPBAE is a regional association of over 130 civil society member organizations (CSOs) from 33 countries in the Asia South Pacific Region, committed to advocating for quality, empowering education for all, especially for marginalized groups.

A key constituency for education and SDG4-Education 2030 are young adults – especially marginalised young people. ASPBAE has been working on ensuring that marginalised youth through their organisations, develop a stronger voice in the national, regional and global processes defining the policies and programs catering to their learning and aspirations in life.

Since 2016, ASPBAE has been implementing the ‘Youth-led action research on education (YAR)’. The action research aims to develop capacities of marginalised youth with action-research skills, and through the research, deepen their understanding of barriers and enablers to learning of young people. The process and result of the research are expected to influence policies, design and provision of formal education, non-formal education and basic skills education programs to reduce the barriers to education of difficult-to-reach youth from vulnerable backgrounds. Equally important, the action research will bolster the leadership of young people in undertaking advocacy and actions on education at the community up to the national level and even at the regional platforms.

ASPBAE has also been supporting the expansion of youth participation and youth engagement in education policy, notably related to SDG4 and in ASPBAE and in ASPBAE’s advocacy and capacity-building work in this respect. ASPBAE will continue to facilitate youth participation in informing the agenda and processes in the roll out of the SDGs and SDG4 plans and in other critical policy spaces that attend to the learning needs of youth especially from marginalised communities. ASPBAE fosters youth leadership and capacity development and network-building approaches among youth and youth-led organisations working on education.

Further details about ASPBAE can be found on our website [www.aspbae.org](http://www.aspbae.org).

### **Position Description:**

ASPBAE is seeking a Coordinator, Youth Constituency Building Programme (Youth Coordinator) based in the Asia South Pacific region. The selected person will report to ASPBAE’s Programs and Operations Coordinator, and will perform the following tasks:

1. Support the implementation of ASPBAE’s Youth-led Action Research to include training support, coordination of partners, monitoring, reporting and documentation work. The Coordinator is also expected to lead in organizing planned regional workshops/trainings under this programme.
2. Lead in organizing planned regional youth consultations.
3. Monitor and support country-level actions on youth constituency strengthening, and in advocacy actions led by youth.
4. Lead in information and communications work of the programme.
5. Support participation of ASPBAE youth representatives in regional and global events and policy spaces as needed.
6. Support ASPBAE policy work related to youth and education.

7. Represent ASPBAE's work on youth where required and as assigned by ASPBAE.

**Selection Criteria:**

**a) Experience and Knowledge**

- Sound knowledge of Asia Pacific political, economic and social development issues, preferably through first-hand experience in civil society work in Asia Pacific countries and contexts.
- Experience as a community-based educator, and facilitation with youth using participatory approaches.
- Sound experience in development, management, implementation, monitoring and evaluation of program related to youth development.
- Minimum five (5) years experience working with youth/student organisations, in NGOs or CSOs or in development work. Experience of work at national and regional levels would be a strong advantage.
- Undergraduate degree preferably in development or related field.

**b) Skills and Personal Attributes**

- Excellent cross-cultural, gender aware, interpersonal and representational skills.
- Excellent oral and written communication skills in English; experience in social media communications work preferred.
- Core skills set to include extensive communication skills with youth, preferably in cross-cultural settings.
- Workshop, group and meeting facilitation skills.
- Mentoring skills.
- Networking and liaison skills.
- Sound analytical, organizational, project and time management skills.
- Skills in word processing and using spreadsheets, internet and email communication.
- Ability to develop and manage budgets.
- Ability to work independently and also as part of a team.
- An energetic, creative, flexible problem solver, with an ability to listen and evaluate.

Preference will be made to youth applicants.

The position is initially for one (1) year, with a very strong prospect of continuing for further years. Gross compensation of US\$ 1,500 per month is offered. The selected person must be able and willing to travel mainly within the Asia Pacific region. The exact location of the position within the Asia Pacific is negotiable.

Applicants are requested to send a cover letter addressing the selection criteria, plus their CV and the names, email and phone details of two referees to Cecilia (Thea) Soriano – email: [aspbae.jobs2019@gmail.com](mailto:aspbae.jobs2019@gmail.com), subject: Application for APSBAE Youth Coordinator.

**Applications close 06 September 2019.**