



## Youth Development Manager (YDM)

- **Vacancy for:** 1
- **Posted on:** Sept. 12, 2017
- **Deadline:** Sept. 27, 2017, 11:55 p.m.

**Location:** Raleigh International Nepal

**Salary:** As per organizational policy

**Contract:** Full Time- one year

**Reports to:** Country Director

**Responsible for:** A team of 3 Youth Development Officers

### Overall Purpose of the Job

- The Youth Development Manager is responsible for a team that helps recruit national volunteers and team leaders onto its various programmes. This is divided up into some key deliverables
- Responsible for the overall recruitment and marketing of Raleigh International's national volunteer programme. This includes building relationships with partner organisations, schools, universities and youth organisations across the country in order to encourage referrals onto Raleigh programmes
- Managing a team of Youth Development officers responsible for delivering selection events for potential volunteers & to support volunteers onto the programme
- Overseeing the implementation of Action at Home activities for national volunteers
- Responsible for the implementation of the National Society programme which includes building a society of former Raleigh national volunteers to promote young people's participation in sustainable development and to be agents of change in their society
- To develop and implement a recruitment and marketing strategy and corresponding action plan, build partnerships and implement activities to attract young people onto Raleigh's programmes

### Specific Responsibilities:

- Define target audiences, gather insights and understand challenges and opportunities
- Lead the development of recruitment and marketing strategy and action plan
- Build relationships with schools, universities and youth organisations across the country in order to encourage referrals onto Raleigh programmes
- Build relationships with university heads of departments, student groups, disability, social mobility and ethnic minority organisations in order to broaden Raleigh's outreach
- Represent Raleigh at fairs/ exhibitions / open days
- Develop a process for recruiting volunteers
- Keep abreast of insights about graduate employability and updating regularly

### Support the Youth Development team to:

- Create a recruitment and marketing strategy and action plan to attract all youth audiences including widening participation
- Negotiate advertising and targeted email packages with third party websites and publications such as recruitment and volunteering
- Manage Raleigh's online presence as well as advertising and traditional media
- Manage all volunteer related data are of quality and up to date in the data base.
- Run the pre departure training of national volunteers
- Implementing and monitoring the effectiveness of the recruitment and marketing plan
- Handling incoming requests and following up on enquiries from potential participants
- Maintaining accurate and detailed records of contact with all target establishments, potential participants, and youth membership organisations
- Provide an overview for the selection, training and support systems and curricula
- Experience in building relationships at a professional level
- Experience of delivering successful recruitment programmes on a national scale
- Experience in database management and record keeping
- Experience of interpreting database information
- Evidence of implementing marketing activity aimed at youth market (17-24-year-olds) including e-marketing and social media
- Experience of personnel supervision/line management
- Self-starter with an enthusiastic, positive and flexible attitude
- Track record in multitasking and structuring and prioritising workload to meet deadlines

- Evidence of ability to work as part of a team
- Evidence of ability to work without close supervision
- Excellent administration skills and attention to detail
- Track record in being results-driven and achieving targets
- IT literacy: good level of competency with spreadsheets, word processing and PowerPoint
- Innovative approach to problem-solving
- Commitment to the aims, ethos and culture of Raleigh International

#### **Desirable:**

- Understanding of the work of Raleigh
- Evidence of delivering training to large groups of people
- Understand the work of Raleigh International
- Experience of creating strategic plans

#### **Other Information:**

#### **Values and Behaviors**

Raleigh International's core values are Courage, Discovery, Drive, Impact and Integrity. Our staff are expected to be passionate about, and proud of their roles. Team working is fundamental to our approach, by assisting others and taking on additional responsibilities and tasks if necessary

We are results driven, committed and self-motivated to achieving targets, embracing accountability for our own actions

#### **Safeguarding and Vulnerable Adults**

Raleigh International is committed to ensuring the health, safety, welfare and development of all young people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity. All participants who take part in activities organised by us should enjoy taking part in these without fear of harm. We guide all staff and volunteers to show respect for and understanding of young people's rights and their safety and welfare and by so doing, conduct themselves in a way that reflects our principles

#### **Anti-Corruption Policy**

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harm the societies in which these acts are committed and prevent economic growth and development. Any breach of Raleigh's policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal

#### **Applying Procedure**

Apply Link : <https://merojob.com/youth-development-manager-ydm/>

Generated By

