



Youth Development Officer (YDO)

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Sept. 10, 2015, midnight

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : mid
Offered Salary : None

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

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Job Description

Line Manager: Country Operations Manager

Overall Purpose of the Job

The role of Youth Development Officer is mainly about recruiting, selecting and supporting young people onto volunteer roles on the different programmes that Raleigh will run in Nepal. The job is focused on recruiting and selecting both Volunteers and Team Leaders onto and through the programme. There is a strong focus on coordination, event planning and facilitation. You will work closely with the Project Managers and other Youth Development Officers.

Duties and Responsibilities

- Recruit Volunteers and Team Leaders for the Raleigh Nepal programmes
- Work with prospective Raleigh International volunteers to prepare them for their programmes, which include briefing days, kit provision, English language training and support
- Plan and run the required number of selection days per year(at least 25)
- Plan and run the required Introductory weekends per year(at least 3)
- Deliver pre-programme training for all national volunteers
- Manage database and information systems
- Facilitate to establish the Raleigh Society in Nepal and maintain links especially encouraging their involvement in recruiting and training

Other

- Perform other tasks as dispensed by Country Operations Manager/Country Director

Person Specification (Education, Skills and Experience)

Essential

- Experience of working with young people of different cultures and backgrounds
- Excellent verbal and written communication skills in English and Nepali language
- Ability to work autonomously and take on responsibility without close supervision
- A good understanding of international, environmental and development issues
- Good IT Skills
- Education to degree level

Desirable

- An understanding of working with volunteers
- Clean driving license
- An appreciation of the aims and ethos of Raleigh International

Skills

The successful candidate must:

- Have excellent interpersonal and communication skills
- Have excellent planning, organisational and time management skills
- Be able to work well under pressure, prioritise a heavy workload and work both reactively and pro-actively to meet the needs of the expeditions
- Have proven motivational and planning skills
- Be competent with Information Technology.
- Have a high degree of tact, diplomacy and corporate spirit

TO APPLY:

Applications for the above positions along with a CV (max 4-pages) and a motivational letter can be sent by **10 September 2015** via mail to raleighnepal@raleighinternational.org

“Women, people of ethnic minorities and Dalits are encouraged to apply.”

Only shortlisted candidates will be contacted.

Applying Procedure

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