





 info@youthforroadsafety.org

 youthforroadsafety.org

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## **TERMS OF REFERENCE**

### Capacity Development Manager

Reports to: Capacity Development Director

Seniority level: Mid-senior

About us: YOURS is a global organization that acts to make the world's roads safe for youth. Road crashes are the leading killer of young people. Every day 1000 youth aged 15-29 are dying on the world's roads. This has to stop. We are experts in youth and road safety issues and advocate for sustainable mobility at the highest levels of decision-making. We believe in meaningful youth participation as a key strategy to change these statistics. With strategic global advocacy and empowering youth locally, we will unlock a global revolution for road safety and make this generation the last one facing this massive public health threat.

We are a small team with big ideas and powerful allies. We are proud of our work and have loads of fun while doing it. The Capacity Development Manager is a new exciting role within the leading global organization on youth and road safety issues. We need you to be proactive, organized, self-managing, a self-starter and ready to support taking our youth empowerment work to the next level. Get to know more about us on our website: [www.youthforroadsafety.org](http://www.youthforroadsafety.org).

Summary: The Capacity Development (CD) Manager will provide technical support and be a fundamental part of implementing the CD strategy for improving and institutionalizing the capacity development of youth advocates, policymakers and other stakeholders. The successful candidate will work in collaboration with the YOURS team, in accordance with the organizational principles, vision and mission. The Capacity Development Manager works under the general oversight of the Capacity Development Director.

Overview: The CD Manager will support the Capacity Development Director to develop and implement the YOURS overall CD strategy to strengthen the capacity (i.e knowledge, learning, experience of road safety, meaningful youth participation and sustainable mobility) of youth advocates and policymakers.

The CD Manager will support the design and implementation of the training curricula, manuals and modules to the newly established YOURS Academy as well as support on-site



### **DISCOVER OUR WORK**

Advocating for youth and road safety issues; empowering youth and coordinating a movement of youth champions; educating policy makers on meaningful youth participation.

trainings as a facilitator. The CD Manager will also work closely with members and young leaders that are currently taking part in different capacity development experiences that YOURS undertakes in various projects and programmes.

#### Responsibilities:

- Support CD interventions both at a grassroots and institutional levels to meet our objectives of empowering youth leaders to take action and supporting policymakers in meaningfully engaging with young people.
- Work with the CD director to regularly assess the capacity development needs both for Members of the Global Youth Coalition for Road Safety and YOURS' country, governmental and partnership work.
- Support the implementation of the CD agenda based on the mission, vision and strategic objectives of the organization.
- Support the ideation, development, implementation, and monitoring of all project activities concerning CD.
- Help apply state of the art CD tools and techniques.
- Extend support and guidance to team members in developing training curriculums, manuals, modules, relevant guidelines for their project based capacity development needs including training and relevant engaging learning materials (training maps, managed materials, digital learning aids, flash card, process card, booklet, handout and video learning aid, etc.)
- Undertake periodic training monitoring and evaluation; impact assessment, and retention rates using internal resources and expertise for providing high quality advice to the project management in case of any changes required in capacity building interventions.
- Support the development of concept note(s) and help organize and conduct/facilitate workshops, training, seminars with various stakeholders.
- Produce required training related reports for the team and partner organizations.
- Support our offer of training opportunities to young people that are youth friendly, engaging, innovative and increase their efficacy in championing road safety locally and globally.
- Manage a community of learners that are taking part in different capacity development experiences that YOURS undertakes in various projects and programmes.

#### Qualifications:

##### Knowledge

- Degree in a relevant field including organizational development, social sciences, education, or training.
- Excellent facilitation, training, and mentoring skills in a variety of technical topics.

- Substantive knowledge and experience in dealing and engaging with youth audiences (18-35).
- Strong written and oral communication skills in English, including presentations and preparations of written reports.
- Expertise in the use of online educational tools for online training is a bonus.
- Experience in developing training curriculums is a bonus.
- Knowledge of the (global) road safety field and how it relates to other SDGs is a plus.

#### Skills & Personal Attributes

- Strong interpersonal skills (patience, empathy, flexibility and good communication).
- Have strong facilitation soft skills (presence, gravitas, humility and creativity in delivering workshops).
- Openness to learning and applying new and innovative facilitation methods.
- Fluency in written and verbal English and experience of working in a multilingual environment, fluency in an additional UN language is preferred.
- Proficient in ICT skills.
- Role model of ethical standards and integrity.
- Familiarity and ease with a variety of cultures and comfortable with diverse groups.
- Sound judgment combined with humility and a focus on personal development and continued learning.
- Have some international working experience.

#### More information:

- This is a position for 24 hours a week.
- Starting date: as soon as possible.
- Duty station: remote.
- In a post-Covid-19 scenario, it is likely that international travel is required.
- Compensation commensurate with experience and duty station.
- Working language is English.
- YOURS is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.
- We promote a positive work-life balance – let work, work for you.
- YOURS has multiple policies in place and adherence is part of the contract:  
<http://www.youthforroadsafety.org/about-us#operational>

If you meet the requirements and are interested in submitting your application, please email your CV and motivation letter to Raquel Barrios: [raquel@youthforroadsafety.org](mailto:raquel@youthforroadsafety.org) by **July 27, 2022 at 5:00 pm CET**.