

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

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ActionAid Bangladesh is looking for suitable candidate for the following position:

Coordinator - People for Change (P4C)

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|---------------------|---|--|
| Directorate | : | Programme, Policy & Campaigns |
| Priority/Unit | : | Young People |
| Project Name | : | P4C Localized Unit Project |
| Location of posting | : | Dhaka |
| Types of contract | : | Contractual |
| Duration | : | Up to 31 December 2024 |
| Number of position | : | 1 (one) |
| Salary and benefits | : | Monthly Gross Salary will be 92,342/- with other admissible benefits such as a festival bonus, provident fund, gratuity, medical and group life insurance, etc., as per HROD Policy as per HROD Policy |

Job Summary:

ActionAid (AA) is a global federation addressing the issues of global justice through system change. ActionAid considers young people as catalyst of system change in terms of achieving social justice, economical justice and environmental justice to be fulfilled.

AA believes that young people have the power to build a just, sustainable, and equitable world where everyone's rights are respected, resources are equitably redistributed, and all are able to lead resilient and dignified life. ActionAid positions itself as an ally with young people on their local and international struggles.

The people-to-people programme in ActionAid Denmark has for more than 75 years played a significant role in AADK's identity and profile. Learning and sharing of knowledge/skills are centrally placed in the theory of change of SPAII and People4Change (P4C) is one of the four capacity development units identified as key interventions and support modalities for national and global programs under SPAII. P4C is thus part of AADK's integrated approach to learning and capacity strengthening, focusing on addressing knowledge gaps, learning and capacity needs in country- and global programs within the SPA II thematic and prioritized areas, to enable the implementation of the SPA II overall objectives. Specifically, for P4C, this includes strengthening partners' capacity on youth leadership, activism and organizing at a local level as well as strengthen AA county partners' capacities to work with the thematic areas of Climate Justice, Social movements and Adaptive programming/nexus. The P4C Secretariat support and guide Global ActionAid Partners in the implementation of P4C placements to ensure they are of a high quality and follows AADK and Danida guidelines.

AA Bangladesh and AADK has a strong history of cooperation and partnership. The interest and ambition for AA Bangladesh and AADK to facilitate for youth work in the AA Federation opens avenues for strengthening the cooperation between AADK and AA Bangladesh. The functions of the P4C Secretariat will in the Strategic Partnership Agreement (hereafter referred to as SPA II) be shared between AADK and a P4C Unit that will be part of AA Bangladesh, based on a jointly developed model.

This position will be part of the P4C Bangladesh unit.

www.actionaid.org/Bangladesh

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Key responsibilities include (but not limited to):

Facilitate and support Advisor & Inspirator Placements in all SPA Partner countries (45% time)

- Regular follow-up with country focal points to ensure placements are being planned.
- Development of ToR's/JDs which are aligned with strategic priorities.
- Advise P4C focal points on budget development and planning (ex: advise on options for how many inspirators/advisors could be feasible within budget)
- Provide ongoing support as needed and schedule regular check ins with focal points to build and maintain a relationship.
- Encourage the collection/submission of progress reports.
- Revise P4C Manual as needed.

Advisor and Inspirator induction (10% time)

- Send welcome email to new inspirators/advisors and arrange time for an online induction within 2 weeks of deployment.
- Online induction session covering:
 - P4C Program introduction
 - The inspirator role, profile and working conditions.
 - Reporting requirements and processes
 - Introductions to digital tools
 - Inspirator terms, conditions and contractual obligations
 - ActionAid policies, code of conduct, and safeguarding.
 - Security procedures and policies
- Register inspirators/advisors for 5 mandatory e-learning courses and follow on their completion.
- Facilitate online inductions with new P4C Focal points and Line managers from local partners as needed.

Capacity Development & Networking (15% time)

- Enrol Inspirators in relevant thematic groups in collaboration with GP Networking and learning units.
- Facilitate experience sharing.
- Facilitate monthly inspirator network learning meetings.

Collect & Share Best Practices with implementing partners (10% time)

- Collect ongoing change stories to share with network.
- Develop a 2 pager on good practices and innovation to share amongst implementing partners.

Innovation and programme development (10% time)

- Test and develop new initiatives for global scaling.

Work with AAB Team (10% time)

- Support to implement SPA II strategic objectives.

Relationships

S/he will report to Manager - Young People of ActionAid Bangladesh. S/he has to maintain functional relationship with his/her peers in the team, strategic and organisational priority team and project management team.

Education and Training

- A Master's degree in social sciences, development studies or a related discipline; and
- Knowledge and experience on:
 - supporting youth-led action,
 - experience from volunteer management or similar
 - working across cultures
 - management and implementation of donor-funded activitiesworking according to a Human Rights Based Approach (HRBA) and feminist principles.

Experience

- At least 4 years of work experience in a developmental organization, particularly working with the movements of young people and/or support for youth-led change.
- Experience of facilitating volunteering programs youth networks, organizations etc.
- Experience with ActionAid will be an asset.

Required Competencies

Technical

- Excellent communication skill.
- Excellent skills in working with young people and building youth leadership.
- Excellent facilitation and advisory skills.
- Online facilitation and networking skills – connecting people around joined actions.
- Excellent written and spoken Bengali and English.
- Ability to work independently and foster a team spirit.
- Ability to work in a multi-cultural organization and teams.
- Ability to work under pressure and tight deadlines.
- Gender sensitive and familiar with Human Rights Based Approach; and
- Excellent knowledge and use of internet, social media and software packages (i.e. MS Office, etc) and Zoom.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **Sunday, 12 February 2023.**
- Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of fund / money from job applicant should be regarded as fraudulent.