

Better Care Network (BCN)

A Project of Tides Center

Job Title: Community Outreach and Youth Engagement Specialist (FT)

Reports to: BCN Executive Director

FLSA Status: Exempt

POSITION SUMMARY:

The Community Outreach and Youth Engagement Specialist is responsible for ensuring effective information sharing, communication, and engagement of a wide range of stakeholders and partners as part of key inter-agency initiatives which BCN is facilitating, in particular the *Transforming Children's Care* Global Collaborative. Launched in November 2020, the Global Collaborative is bringing a wide community of actors working to strengthen children's care and care systems to establish more strategic sector-wide collaboration spanning the global to the local level. Its aim is to support learning exchange, agree on common principles and approaches, leverage and build on one another's work, and undertake joint advocacy based on evidence to secure greater and more sustainable impact for children, families and their communities.

Key stakeholders in this community include practitioners, researchers, donors, advocates, including young people and adults with direct lived experience of the care and protection system. The Transforming Care Collaborative operates through a range of Working Groups and Task Forces, including some led by care experienced leaders and parent advocates. The participation, engagement, and leadership of these key stakeholders is central to this growing community and the Community Outreach and Youth Engagement Specialist plays a key role in supporting them to do so actively, safely, and effectively.

The Community Outreach and Youth Engagement Specialist will work in close coordination with other BCN team members and under the supervision of the BCN Executive Director. She/He/They will support the effective operation of the Transforming Care Collaborative and the delivery of key activities and outputs agreed by its members.

She/He/They will act as focal point to support the smooth operation of the *Transforming Care* Collaborative and members' engagement, and to facilitate inclusive and participatory processes, ensuring good communication, networking and outreach between members and external actors, encourage positive engagement as well as clarity of processes and accountability by ensuring key decisions are recorded, follow on agreed activities takes place, as well as identifying and troubleshooting challenges when they arise.

The Community Outreach and Youth Engagement Specialist will also take a leading role in the development of communication and outreach material to support the work of the Collaborative, propose and facilitate the use of new and innovative solutions to ensure members of the Collaborative and its working groups and task forces are able to communicate effectively both internally and externally, where appropriate.

The Community Outreach and Youth Engagement Specialist will lead BCN's work to support and strengthen the engagement of young people and adults with lived experience in global efforts to strengthen care reform systems. In particular, She/He/They will work closely with, and provide support to, the care experienced young persons and adults who are engaging or interested in engaging in the Transforming Care Collaborative.

This includes the members of the Task Force on Transitioning from Care and Care Leavers Participation whose members and convenors are care experienced young persons and adults from across the globe. It also includes the Care Leaders Council which brings together care experienced leaders and advocates from a range of countries and regions.

The Council, established in 2020 by USAID's Center on Children in Adversity (CECA), is transitioning at the start of 2023 to the Transforming Care Collaborative where it will play a broader role, including 1) providing valuable insights for stakeholders on developing and strengthening effective implementation of national child protection systems and alternative care, transitioning from care settings to independent living, supporting family care for children, and strengthening families to prevent unnecessary family separation; 2) engage in relevant advocacy, and 3) support each other through exchange facilitated within the Council. The Community Outreach and Youth Engagement Specialist will play a key role in supporting this transition and will work with the Care Leaders Council members to identify ways to most appropriately and effectively support the development, strengthening, and sustainability of the group.

The Community Outreach and Youth Engagement Specialist is a full-time position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supporting Active Engagement and Collaboration through the Transforming Children's Care Collaborative

- Support BCN's role as the Secretariat of the Transforming Care Collaborative to facilitate effective information sharing, learning exchanges, and collaboration among the growing community of over 700+ actors working to strengthen children's care and care systems in order to establish more strategic sector-wide collaboration spanning the global to the local level

- Act as an overall focal point for information, queries, and communication from members of the platform to enable them to engage openly and effectively, including engaging with new members to both orient them to the platform and kickstart their involvement in groups.
- Facilitate information-sharing among members (to include outreach to members to encourage them to share relevant updates, responding to inquiries from members, helping to connect members with shared interests)
- Lead on communication and outreach to support the work of the Collaborative, including the development and dissemination of regular updates for members of the collaborative platform, outreach to new and existing members, and facilitating feedback from convenors and members.
- Support coordination for virtual meetings of working groups, (including organizing calls, note taking, translation services, follow up and analysis of information, outreach, and support to working group chairs if needed)
- Provide technical support in the organization of platform-wide webinars, meetings and initiatives, including working closely with facilitators and convenors to plan, prepare and deliver as part of these events.
- Coordinate the organisation of the webinar series under the Transforming Care Collaborative, including outreach to presenters and facilitators, communication, development of run of the show and technical support to ensure the smooth running of the events and their follow up.
- Lead on identifying better ways of working, addressing challenges in communication and collaboration, proposing solutions and encouraging and supporting members to follow up on decisions and deliver on agreed tasks and activities.
- Manage and further develop as needed the digital platform established for the Transforming Children's Care community, including identifying ways to strengthen the use of the platform by its members, working in close collaboration with the BCN Knowledge Management Specialist.
- Propose and help draft operational procedures for the platform, including ways of working, roles and responsibilities, rules of participation and confidentiality; ensuring inclusivity and non-discrimination etc, working closely with the BCN Executive Director, the WG convenors, and the platform's governance body, once established.
- Lead on efforts to capture and report on activities, processes and learning being done by the community, including data on participation and

engagement as well as qualitative information about nature and effectiveness of engagement.

- Support BCN in facilitating discussions and agreement on the establishment of a sound operational model for the platform, including the establishment of an inclusive and effective governance structure, ensuring the active involvement of a range of actors who have lived experiences of the care systems including children, young people, care leavers, parent advocates, guidelines and principles for effective participation and engagement, and a funding plan to ensure sustainability.

Enabling and supporting the engagement and leadership of young people and adults with lived experience of care systems

- Lead BCN's work to support and strengthen the engagement of young people and adults with lived experience of care systems in global efforts to strengthen care reform, including by enabling their engagement and leadership through the Transforming Children's Care Collaborative, supporting their efforts and initiatives at national, regional and global levels, strengthening their capacities to advocate for and support their peers with key stakeholders including donors, agencies and programmatic actors working on care.
- Work closely with the convenors and members of the Care Leaders Council and the Task Force on Transitioning from Care and Care Leavers Participation to support their work, facilitate their engagement including meetings and initiatives, and enable them to deliver on their goals and to effectively share their ideas and recommendations with key stakeholders.
- Facilitate information-sharing among members, support coordination of meetings including organizing calls, note taking, translation services, follow up and analysis of information, outreach to other key stakeholders), identify with them professional development needs and opportunities, and support effective networking and collaboration where relevant.
- Propose and help draft operational policies and procedures for the safe and effective participation of young people in the Transforming Children's Care Collaborative, in partnership with the Care Leaders Council, including membership and participation criteria and requirements, safeguarding protocols and mechanism, ways of working, roles and responsibilities, rules of participation and confidentiality; ensuring inclusivity and non-discrimination etc, working closely with the BCN Executive Director, the WG convenors, and the platform's governance body, once established.

- Support the organization of in-person meetings, when they are possible, including organizing logistics, travels, agenda and supporting facilitation and reporting.

Other Coalition-building and outreach work

- Work with the Knowledge Management and Communication Specialist to support information sharing, knowledge exchange and learning through the Transforming Children's Care collaborative and dissemination across BCN's knowledge platforms including the BCN Online Library and Newsletters.
- Work closely with the BCN Executive Director to identify ways to strengthen and support BCN's role as global convenor and learning hub on children's care, including participating in discussions about BCN's operational model and governance.
- Provide operational support to other inter-agency initiatives convened by BCN, including meetings, webinars or events.

OTHER DUTIES AND RESPONSIBILITIES:

- Participate in developing, implementing, and reporting on BCN's work plans and budget.
- Contribute to the development of BCN's strategic plans and reviews.
- Support other operational and administrative processes such as documenting activities and progress on deliverables, contributing to the writing of grant reports, and supporting team collaboration and coordination.
- Facilitate the development and management of organizational records and relevant databases.
- In consultation with the Executive Director, carry out such other activities as may be appropriate.

EDUCATION AND EXPERIENCE:

Required:

- Bachelor's Degree in job related field, including social work, international development, international human rights law, youth and child led leadership and participation or another relevant discipline.
- A minimum of 5 years of job-related experience in the provision of services, knowledge management, and advocacy regarding the care and protection of vulnerable children and families, including relevant experience in at least one developing country context.
- Experience of facilitating and supporting inter-agency collaboration and coordination, including drafting and agreeing joint deliverables and advocacy efforts at regional or global levels.
- Experience of working to support youth led movement and advocacy, the meaningful participation of young people and children in initiatives, research, or decisions that affect their lives and the lives of others.
- Experience with child and youth safeguarding in participatory processes and online spaces.
- Experience of outreach and communication with multiple partners in diverse contexts and across organisations and stakeholders.
- Experience with digital platforms and using information systems including Content Management Systems/ Online platforms, discussion boards, and with planning of online events and webinar management, including Zoom functionalities.

Desired:

- Experience working with the UN or other international agencies to support advocacy efforts relating to children's rights and child protection issues.

KNOWLEDGE, SKILLS AND ABILITIES:

Required:

- Demonstrated understanding of key issues regarding child rights, child care and protection issues, and child and youth participation at country or regional/global levels.
- Demonstrated skills mobilizing collaboration and coordination among organizations and individuals, particularly related to networks, clusters, and other similar groups.

- Demonstrated skills working with children and young people including in supporting child and youth led initiatives.
- Demonstrated ability to work independently and within a small team, and to solve complex problems.
- Demonstrated strong communication skills and the ability to communicate (written, spoken) between and across a diverse set of actors
- Strategic planning and organizational development skills
- Strong English writing skills
- Ability to travel up to 5 % to 10% of the time, locally, domestically and internationally
- Ability to work evenings and weekends as necessary to fulfill the duties of this position.

Desired:

Additional language skills; Spanish or French would be a particularly strong asset.

PHYSICAL DEMANDS:

This is primarily an office desk job and generally will entail minimum physical exertion such as carrying heavy items weighing more than a small box of papers weighing 15-20 pounds. Position requires constant operation of computer and other office productivity machinery (i.e., copy machine, scanner/printer). Periodic travels including long distance and to multiple locations and entails repeated jetlag, and ability to work on occasions with limited sleep.

WORK ENVIRONMENT:

BCN is currently operating remotely, and the post holder is expected to work from home, with the possibility of a transition back to an office at a later stage. Due to the global nature of BCN, work hours may require the post holder to work on an occasional basis across time zones and outside of usual office hours. While on travel, work will be primarily performed in hotel rooms, partner offices and conference centers.

Contract: Full time

FLSA Status: Exempt

Location: Remote

Closing Date: 31 January 2023

To see a full a job description, please visit: <https://bettercarenetwork.org/news-updates/jobs-opportunities/bcn-community-outreach-and-youth-engagement-specialist-full-time>

To apply, please send your CV and cover letter as a single document, including your salary expectations for this role, to: florence.martin@bettercarenetwork.org

Better Care Network, a project of **Tides Center**, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.