

Mission Instructions¹

Position to be covered: Youth Officer, Centre for the Cooperation in the Mediterranean (Staff on Loan, Italian Red Cross)

Location: Barcelona (Spain)

Reports to Line Manager: Director of the Centre for the Cooperation in the Mediterranean (CCM)

Funding: Italian Red Cross

Term of the service: one year (November 2015 to November 2016)

1. General Scope: Since 2007, the Italian Red Cross has supported the Centre for the Cooperation in the Mediterranean of the Spanish Red Cross (CCM) with staff on loan in order to carry out the tasks assigned and meet the objectives of the Centre's Plan of Action, hence providing the follow up on the Mediterranean Conference's resolutions.

The new position for 2015-2016 will focus on the setting up of the activities foreseen by the CCM Plan of Action, with a special focus on the development and management of technical tools such as the Med Youth Port@l.

The jointly selected person by Italian Red Cross and Spanish Red Cross will be thoroughly briefed on the specific tasks of the position upon arrival.

¹The Instructions herewith described are linked to the agreement regarding the staff on loan provided by the Italian Red Cross (document enclosed) which implies the financial coverage of the position by the aforementioned National Society.

2. Term:

The professional expertise of the Officer will be at the service of the CCM for a period of one year, with the option of extension (should the circumstances so require) and always subject to the financial support provided by the Italian Red Cross.

3. Dedication:

Full time dedication (40 hours per week) to support the activities of the Centre, being part of the team for identification, setting up, management, reporting and follow up of, among others, Atlantis, exchanges, seminars, technical meetings, technical tools and others.

4. General Duties

- 4.1 The Officer working for the CCM will support Mediterranean National Societies through the Centre in all those projects and activities that may be identified during the year at issue, so as to guarantee a proper technical and financial management of such activities and achieve CCM's goals as foreseen by its Plan of Action
- 4.2 Abide by and work in accordance with the Red Cross/Red Crescent Principles
- 4.3 Perform any other work related duties and responsibilities that may be assigned by the director of the CCM and submit a quarterly report of the work done to the Italian Red Cross.

5. Specific Duties and Responsibilities:

Working under the CCM objectives and its Plan of Action, the Officer will ensure effective working relationships with the National Societies, as well as effective coordination with the rest of the CCM Team, while:

- 5.1 Providing follow up on the conclusions and recommendations of the Mediterranean Conference, especially regarding Youth.
- 5.2 Developing technical tools and training initiatives to improve the capacity building of Youth sections, by promoting the sharing of knowledge and Exchange of best practices, namely the "Med Youth Port@I".

- 5.3 Supporting the setting up and management of the Mediterranean activities of the Centre, especially those related to Youth
- 5.4 Reporting on conclusions and recommendations from youth activities -technical workshops, youth camps, seminars, etc.-
- 5.5 Searching for partnership, funding and operational alliances in the frame of Youth initiatives at Mediterranean level.
- 5.6 Supporting the financial management of activities (budget and financial report)
- 5.7 Guaranteeing the monitoring of the programmes and activities that may be started by partner National Societies after the activities carried out by the CCM
- 5.8 Promoting proper dissemination and visibility of the activities of the Centre and other relevant Youth initiatives and events in the region.
- 5.9 Supporting the Centre in the planning and management of other activities, mainly the ones including Youth cross-cutting components.
- 5.10 Collaborating in the yearly report and other related reports of the Centre
- 5.11 Collaborating in the newsletter, website and other dissemination tools of the Centre
- 5.12 Other “ad hoc” activities

6 Profile Requirements

6.1 Required Education/ Experience

- University education/degree or Diploma
- Good knowledge of RC/RC International Movement and Policies
- Minimum of 1 year experience in a Youth section and used to acting in a multicultural context.
- Experience in project design and reporting of awareness campaigns and youth projects
- Experience in project development with participation of volunteers

6.2 Required skills/knowledge

6.2.1 Skills:

- Good knowledge of the Project Management Cycle.
- Computer literate including web-site management.
- Facilitation skills
- Time management.
- Presentation skills.
- Working on priorities.
- Step by step methodology.
- Analysis, decision-making and problem-solving skills, including the ability to think strategically and laterally.
- Excellent interpersonal skills, including tact and diplomacy.
- Ability to handle and advice on managing confidential and sensitive information.
- Ready to work out of office hours when required.

6.2.2 Languages:

- Written and spoken English and French;
- Basic knowledge of Spanish
- Additional knowledge of Arabic is an asset.

6.2.3 Competences:

- Result focused and accountability.
- Good knowledge of guidelines and terminology of main strategic documents such as IFRC Strategy 2020 and the Youth Declaration.
- Professional mastery.
- Teamwork.
- Leadership.
- Managerial effectiveness.