

Contractor Opportunity & Person Specification

Contractor Title:	YCI Partnerships Manager, Middle East and Africa
Contract:	Full time, until 30 June 2020. Renewal subject to performance.
Location:	Applicant to be based in Cairo or Nairobi.
Key Dates:	<u>Application Deadline:</u> 26 April 2019, Midnight (UK time). <u>First round phone interviews:</u> 8 May 2019. <u>Second round interviews:</u> 15 May 2019.
Daily rate:	In the region of \$50 - \$75, dependent on location and experience.

Background to Youth Career Initiative (YCI)

YCI is the hotel industry's global solution to youth unemployment. Working in partnership with the world's leading hotel companies (such as Marriott, Hilton, IHG, Hyatt and Radisson) and international non-profit organisations (such as SOS Children's Villages and World Vision), the programme combines hands-on experience in a range of hotel departments with classroom training, giving disadvantaged young people life skills, build their confidence, and take the first step in their career.

YCI is the [International Tourism Partnership's](http://www.tourismpartnership.org) flagship employability programme, helping the world's leading hotel companies to contribute to the UN Sustainable Development Goals. YCI is an international programme of [Business in the Community](http://www.bitc.org.uk) HRH The Prince of Wales' responsible business network.

Purpose of the consultancy

YCI seeks to establish programmes in new locations across the world whilst simultaneously scaling up existing programmes. This role will enable the realisation of this strategy by:

- Launching new YCI programmes to support young people with disabilities in Kenya and Nigeria.
- Establishing YCI programmes in new locations across the Middle East and Africa region.
- Supporting and enabling the growth of existing YCI programmes.
- Developing and maintaining strong relationships with partners.

The above is to be achieved by brokering effective partnerships, capacity building local implementing partners and replicating good practice.

Instructions to apply

You should send your CV and a one-page cover letter (saved as one document) outlining:

- How your skills and experience meet the person specification for the role (below).
- Your home city, and passport(s) held.
- Your notice period for your current job.

Submit your application by email to james.murdoch@bitc.org.uk. Please state in the email your expected fee range. We regret that we are unable to provide feedback to applicants who have not been shortlisted due to the volume of applications we receive.

Good luck in your application.



Main responsibilities and accountabilities

Programme/project management

- Present YCI to a wide range of potential partners, inspiring enthusiasm, and securing commitment to partner.
- Establish YCI in new locations, working with and monitoring local implementing partners to achieve targets within agreed timelines.
- Increase the impact of existing YCI programmes.
- Improve and maintain programme quality.
- Capacity build local implementing partners by providing coaching, training, tools and resources.
- Maintain accurate records and files using Google Drive/Office 365, Salesforce and Formstack.
- Ensure that YCI's duty to safeguard young people in the programme is suitably discharged

Relationship management and partnership brokering

- Develop and maintain strong relationships with all local partners (hotels, non-profits and other partners) and regional contacts.
- Ensure agreements are in place with all local partners to ensure clarity of roles and responsibilities, and lines of communication.
- Establish, maintain and develop local programme governance structures by identifying and encouraging local champions to take on leadership roles.
- Foster relationships with potential supporters and partners of YCI.

Communications and reporting

- Identify and document testimonials, news stories, case studies, photographs, videos and best practices for use across a range of media channels by YCI and programme partners.
- Ensure the successful implementation of the student tracking system to build and strengthen the evidence base for the programme's impact.
- Contribute to YCI progress/narrative reports for partners.

The contractor may be required to carry out other duties within the scope of the contract.

Special working conditions

- This contractor role involves extensive independent and remote working.
- This contractor role will require frequent and extended travel, according to business requirements, at times with limited notice. The contractor must be able to travel independently and at short notice to all countries in the Middle East and Africa region.
- The contractor is responsible for ensuring they have access to a suitable work environment (quiet, good internet access), and the necessary equipment (laptop, mobile phone) to undertake the role. Any costs incurred in identifying this are to be borne by the contractor.



Person Specification

	Desirable	Essential
Experience		
Successfully presenting programmes to new partners and inspiring enthusiasm.		✓
Establishing and managing partnerships - convening stakeholders.		✓
Project management of programmes in a multi-location, international environment.		✓
Managing social impact programmes and/or training and development programmes aimed at young people.		✓
Working remotely with limited management.		✓
Knowledge		
Degree level or equivalent education.	✓	
Good knowledge of social impact programmes and youth unemployment.	✓	
Good working knowledge of the global hospitality industry.	✓	
Good working knowledge of the non-profit sector.	✓	
Understanding of corporate responsibility / responsible business / responsible tourism.	✓	
Skills		
Excellent written and spoken English.		✓
Highly developed critical thinking and problem-solving skills.		✓
Highly effective interpersonal skills. Able to present a concept to, and secure commitment from, a wide range of people at different levels of seniority and from different backgrounds.		✓
Strong communication skills, particularly using phone/email/Skype.		✓
Highly organised, great time management skills, and attention to detail.		✓
A highly competent user of MS Office, Salesforce, Google Drive and other online tools.		✓
Excellent influencing skills.		✓
Regionally relevant language skills.	✓	
Behaviours		
Self-motivated and driven to achieve excellence.		✓
Able to deliver against demanding deadlines.		✓
Flexible and open minded.		✓
Able to give feedback and support to partners.		✓
Confident and assertive yet diplomatic.		✓
Resilient.		✓