

JOB ADVERT

SUMMARY

Position: Coordinator, UrbanBetter Accra Cityzens Hub

Employer: Youth Bridge Foundation

Terms: Full-time, based at Youth Bridge Foundation, flexible working 2-3 days/week in office

Duration: 1 Year with possibility of extension (subject to performance and funding)

Remuneration: 55,000 GHS - 71,000 GHS per annum depending on qualifications and experience

BACKGROUND

[UrbanBetter](#) is a rapidly growing Africa-led global social enterprise with a mission to integrate health and climate resilience into the design and development of built environments in rapidly growing cities worldwide. The organisation leverages the power of youth, the potential of technology and citizen science and the vitality of physical activity to increase the demand for healthy sustainable urban environments and support inclusive urban governance. Through our advocacy, practice and research pillars, we are committed to building a youth-led data-driven movement mobilising individuals, communities and organisations for healthy sustainable urban environments.

UrbanBetter's flagship advocacy initiative is [UrbanBetter Cityzens](#), a precision advocacy approach that harnesses the power of youth, the vitality of physical activity and the potential of citizen science to amplify the voices and roles of youth as change agents to make public spaces healthy and climate-resilient.

Through the establishment of UrbanBetter Hubs, we work in partnership with civil society organisations in key cities, as well as academic, public and private sector partners to implement innovative projects that aim to foster evidence-informed advocacy and participatory research.

Hosted by Youth Bridge Foundation, the UrbanBetter Accra Cityzens Hub seeks a proactive, self-motivated and dedicated full-time Hub Coordinator to join our expanding team.

POSITION OVERVIEW

The UrbanBetter Accra Cityzens Hub Coordinator will play a pivotal role in driving the Cityzens initiative within Accra. The incumbent will act as a local coordinator and community liaison facilitating collaboration, ensuring effective project management and working with stakeholders spanning civil society, academia, youth, and public-private sectors, under the guidance of UrbanBetter management.

They will work at the UrbanBetter Accra Cityzens Hub, based at Youth Bridge Foundation, an independent non-profit organisation committed to youth development across the continent of Africa and the Diaspora. Youth Bridge Foundation strives to achieve its purpose and mandate through cutting-edge and evidence-based youth research, sustained advocacy, training, and mentorship.

While embedded within the Youth Bridge Foundation team, the individual will work as a member of the UrbanBetter team, reporting to both the UrbanBetter and Youth Bridge Foundation management. They will also work closely with various stakeholders in Accra, including civil society organisations, youth, academia, and public and private sector partners in fulfilling UrbanBetter's mission.

DURATION: 1 Year with possibility of extension (subject to performance and funding).

RESPONSIBILITIES

The incumbent will lead Accra Hub activities including:

Operations and Management:

- Oversee the efficient operation of the UrbanBetter Accra Cityzens Hub, ensuring alignment with UrbanBetter's goals and strategies.
- Facilitate regular communication and collaboration to ensure the Hub's activities align with the broader UrbanBetter mission.
- Support the development of project budgets and financial plans, ensuring responsible financial management.
- Support for Accra-based procurement of goods and services.
- Assist with design and updating of resources for activities e.g., workshops and training resources.

Project Coordination:

- Coordinate the planning, implementation, and monitoring of multiple UrbanBetter projects within the Accra Cityzens Hub across the entire project lifecycle including milestones and deadlines, organising and documenting team and project meetings.
- Collaborate with local partners to mobilise, coordinate and implement projects, ensuring their successful execution, including (but not limited to) execution of at least three running campaigns per year.
- Oversee workshop, activation and campaign logistics for UrbanBetter Cityzens.
- Ensure program operations and activities adhere to internal policies.
- Act as community manager for youth citizen scientists (including recruiting and retaining at least 50 citizen scientists in Accra) and coordinate ongoing communication engaging through WhatsApp groups and social media.
- Coordinate UrbanBetter presence and participation at relevant local events and activities as mapped out as part of stakeholder engagement.

- Support Youth Bridge Foundation activities in Accra aligned with the UrbanBetter mission.

Stakeholder Engagement and Movement Building:

- Build and nurture relationships with local stakeholders, including youth citizens, civil society organisations, government entities, private sector partners, and academia.
- Facilitate communication between the Hub and external partners, maximising impact and identifying opportunities for collaboration and innovation.
- Support stakeholder and collaborator engagement in Accra and across sectors including experts from governments, international organisations, private sector, civil society, and academia.

Communication and Reporting:

- Prepare regular progress reports and updates for internal and external stakeholders (at least quarterly as required by funders and the UrbanBetter programme manager).
- Contribute to the maintenance and content creation for UrbanBetter's digital platforms, including social media accounts and website.
- Act as Accra focal point for the UrbanBetter media/PR team to ensure website, blogs, and other public engagement materials are disseminated and ensure visibility of the work (supporting with generating at least 10 media stories over the course of the year).
- Write blogs and assist and motivate Citizens with writing blog posts and ensure effective dissemination of Hub activities and achievements.

Capacity Building:

- Provide support and guidance to Hub members, assisting with their onboarding, training, advocacy campaigns and capacity-building efforts.
- Contribute to piloting the training resources with citizen scientists and support ongoing monitoring of use of training resources.
- Organise training sessions, and knowledge-sharing events to enhance the skills and knowledge of hub members.

MINIMUM REQUIREMENTS

- Bachelor's degree in a relevant field, such as urban studies, environmental science, public health, or a related discipline.
- Proven experience in project coordination, youth-led advocacy, and stakeholder engagement.

REQUIRED COMPETENCIES

Technical:

- Strong organisational and administrative skills with the ability to manage multiple tasks and projects simultaneously.
- Experience with project coordination, advocacy, and stakeholder engagement.

- Excellent communication skills, both written and verbal, in English.
- Proficiency in using digital collaborative tools and platforms and social media skills.
- Good written communication and verbal presentation skills in English, with experience with technical reports.
- Demonstrated ability and confidence in communicating with diverse stakeholders across public and private sectors.

Knowledge and Experience:

- An interest in youth engagement and participation.
- Passion for urban health, climate justice, sustainable development, and advocacy.
- Knowledge of Accra's urban dynamics and challenges.
- Excited about physical activity (running/walking) and the potential to leverage for advocacy.

Behavioural Attributes

- Entrepreneurial mindset and self-starter who enjoys working in a collaborative and fast-paced environment.
- Ability to work independently and to deliver to the highest standards and to agreed deadlines.
- Strong interpersonal skills and the ability to work as part of a team and to build strong relationships and networks.
- A professional attitude, detail oriented and results driven.

Added advantages and preferences

- Additional qualifications in project management or administration.
- Experience working with youth-led initiatives or programs.

REMUNERATION

- Competitive salary within the range of 55,000 GHS - 71,000 GHS per annum commensurate with qualifications and experience.
- Data costs for working from home will be compensated.

APPLICATION PROCESS

Interested candidates should send the following documents to coordinator@urbanbetter.science.

- Comprehensive CV.
- Motivation letter outlining:
 - your relevant experience
 - your interest in the role and motivation for applying
 - how you found out about the position

- Contact details of two referees with permission to be contacted, specifying your relationship to each referee.

Application Deadline: Monday 15 July 2024, 18h00 GMT

Please note that incomplete applications or those received after the deadline will not be considered.

Enquiries:

For any inquiries regarding the role or application process, please contact coordinator@urbanbetter.science and jnyame@youthbridgefoundation.org