



Job Title	Youth Lead Projects Coordinator (C3)
Department	Young Transport Workers Department
Reports to (Please also attach an organisation chart showing where the job fits in to the department)	Young Transport Workers Officer (Youth Officer)
Direct reports (if any)	
Other management responsibilities e.g. value of budgets/assets managed, external resources/contractors	N/A
Background	
<p>The 44th Congress of the ITF acknowledged young transport workers as one of the ITF priorities, recognising the key role played by young workers within their unions and within the work of the ITF. Specifically, Resolution 20 was adopted across all sections, which calls on increasing young transport workers organising activities; and grow the global young transport workers membership and network;</p> <p>Therefore, in order to support the Young Transport Workers' department work priorities under the ITF's three strategic directions, and the implementation of Resolution 20, a new position should be created.</p> <p>Under the direction of the Youth Officer, the Global Projects Coordinator will coordinate the delivery of the Young Transport Workers' department's active projects; and identify and develop future projects to fulfil the department's mandate from Congress and governance meetings.</p>	
Main Job Purpose: i.e. why does the job exist?	
<ul style="list-style-type: none"> • Work under the direction of the Youth Officer to ensure the effective delivery of ongoing and new projects • Identify and develop a projects pipeline in line with the ITF's strategic directions • Liaise with ITF sections, regions and departments to implement the projects of the young transport workers' department • Support and maintain strong and strategic relationships with ITF affiliates, donor organisations and other relevant stakeholders both internally and externally to deliver the department's projects and strategic priorities. • Ensure the YTW Officer and Deputy YTW Officer are advised of information, developments and political issues that may have implications for the operations of agreed projects and activities. 	
Main Responsibilities	
<ul style="list-style-type: none"> • Develop productive working relationships with affiliate partners and participating regions. • Work with the other members of the Youth Team to deliver on department priority pieces of work. • Coordinate with ITF's SRDs to develop cooperation in responding to young transport workers' needs identified during ongoing projects. • Track developments in projects to ensure the ITF's young transport workers' department can be responsive to any challenges that might occur during project cycles. • Identify and communicate research, communications, legal, and training needs of the field project coordinators. • Assist affiliates in identifying resources, training young member organisers, mapping and targeting, 	



identifying and recruiting young leaders to build effective and youth structures.

- Carry out weekly debriefs with ITF project coordinators and field coordinators.
- Assist in collection of evidence, workers stories and other legal and communications material, in line with project requirements.
- Facilitate cross-border networks and exchanges to promote solidarity and achieve projects goals.
- Provide relevant secretariat, affiliates and key stakeholders with regular, reliable debrief data and project reports.
- Liaise with the relevant SRDs to develop new areas of work for the young transport workers department in line with the ITF strategic directions and youth priorities.
- Develop and meet projects benchmarks and timelines.
- Carry out work within agreed on budget constraints.
- Assist with the preparation and development of the YTW Department work plan and budget requirements.
- Abide by the ITF's risk management mechanisms.
- Represent the work of the Young Transport Workers' department at internal and external meetings, as required.
- Support in developing reports and presentations to the ITF's governance structures including the executive board and youth committee and assist in the delivery of meetings, as required.
- Support the implementation of a communications strategy in conjunction with the Youth Officer, Deputy Youth Officer and ITF Communications Department, building the profile of the youth workplan and its project activities to internal and external audiences to deliver on agreed objectives.
- Manage the ITF Youth social media accounts on transport industry, trade unions and youth related topics.
- Develop digital organising techniques and strategies tailored on young transport workers' needs to organise young workers and build the youth movement.
- Manage interns and consultants where necessary in coordination with the Deputy Youth Officer.
- Provide other work and support, as required.

Other important requirements

- Proficiency in Excel and Word to create and maintain relevant data collection and reporting
- Excellent fluent spoken and written English language is required and knowledge of one or more additional languages is an advantage.



PERSON SPECIFICATION

This section has been drafted so that the job description can be used for recruitment as well as grading.

	ESSENTIAL	DESIRABLE
Education level, qualifications or equivalent	Graduate level or equivalent.	Postgraduate degree or equivalent qualification or experience.
Knowledge, experience and technical skills	<p>Experience either in the trade union movement or in a social movements' context.</p> <p>Knowledge of youth-related issues relevant to the transport industry and the Future of work.</p> <p>Proven experience in developing, implementing and evaluating projects.</p> <p>Knowledge of digital tools for organising and campaigning.</p> <p>High level verbal and written communication skills including a proven ability of developing positive relationships with organisations and individuals across cultures and with diverse audiences.</p> <p>High degree of self-motivation, innovation and organisation.</p> <p>Ability to work independently, including the use of initiative with minimal supervision.</p> <p>Proven ability to meet tight deadlines and work under pressure.</p> <p>Sound strategic planning, analytical and problem-solving skills.</p> <p>Sound research skills and proven experience in conducting and leading strategic research to support projects.</p>	Experience of writing and producing training materials.
Personal attributes/skills	<p>Strong commitment to social justice and trade union values</p> <p>Strong commitment to young workers' rights and empowerment.</p> <p>Flexible approach to working in an ever-changing</p>	Knowledge of another language.



	<p>environment with multiple stakeholders</p> <p>Ability to build good relationships at all organisational levels</p> <p>Ability to work openly and using a collaborative approach to work with others</p> <p>Highly developed analytical skills for both qualitative and quantitative data</p> <p>Ability to plan and lead projects following tight deadlines</p> <p>High ethical standards, methodical and diligent whilst keeping in mind the objectives of the organisation</p> <p>Demonstrates a high-level of attention to detail and accuracy.</p> <p>Ability to spot and identify opportunities and provide solutions.</p> <p>Excellent communication skills - strong presenting and report writing skills.</p> <p>Ability to exercise initiative, discretion, and judgement.</p> <p>Ability to provide sound advice and guidance in supporting governance and compliance matters; and understand wider organisational impact</p> <p>Proactively identifies problems and contributes ideas for making improvements; and works to understand the reasons for resistance to change.</p> <p>Ability to use Microsoft Office Packages including Word, Excel, PowerPoint, email, internet and diary software to an intermediate level</p> <p>Ability to maintain resilience and a positive outlook.</p> <p>Respects and values equality and diversity and understands how these impact on operational activity.</p>	
Practical requirements	Ability to undertake frequent travel, when required.	



e.g. hours, requirement to travel	Flexible approach to working hours when required.	
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