



Commonwealth Youth Sport for Development and Peace Network (CYSDP)

Network Coordinator - Terms of Reference

March 2017 to June 2017

Purpose

The Commonwealth Secretariat supports the Commonwealth Youth Sport for Development and Peace (CYSDP) Network. CYSDP is a network of young leaders from Commonwealth regions, with expertise in Sport for Development and Peace (SDP), selected by the Commonwealth Secretariat to work towards advancing youth development in the Commonwealth through sport. The Network's mission is to *Advocate, Educate* and *Demonstrate* to policy makers and young people across the Commonwealth, the benefits of employing sport as a tool to contribute to development issues. The Network connects its members to share expertise, experiences, best practices, and support each other to take concrete actions and influence policies on SDP through their collective voice. One (1) Network Coordinator will be selected to support the work of the Network.

Overview

The Commonwealth spans every region of the world and has a population of approximately 2.2 billion people - an estimated one-third of the world's population. Young people constitute about 60 per cent of the population of the Commonwealth, with three in every five Commonwealth citizens under the age of 30. It is important to reach out to young people as the gateway to making positive and sustainable impact in communities.

The youth population can be leveraged to share information on the use of sport to create positive change in their societies, commonly referred to as Sport for Development and Peace (SDP), while increased involvement in high-level decision making will ensure that the collective voice of youth is reflected in SDP policies and processes.

To this end, In May 2013 the Commonwealth Secretariat supported the establishment of the Commonwealth Youth Sport for Development and Peace Working Group (CYSDP). The Working Group provides a platform for collaboration with young people on important

national, regional and global development issues. It also strengthens the capacity of young people to engage with their communities, policy makers and wider stakeholders. This approach moves beyond recognising that young people are valuable human resources capable of developing into healthy and productive older adults and embraces them as catalysts for change.

Duties and responsibilities

Objectives of the assignment:

The Commonwealth Youth Sport for Development and Peace Network Coordinator will work with the Commonwealth Secretariat Youth Division and its partners, to guide and support the work of CYSDP. Their role of the coordinator will be to support CYSDP in six key areas; strategic planning, meetings & administration, CYSDP membership, publications and policy papers, stakeholder/network relationships, and communications.

Duties include:

- Coordinate the implementation of the Network's plan of action as outlined by the steering group. Including the implementation of the communication strategy, and development of policy papers and publications.
- Provide administrative support for the group, including activity on the on-line Huddle platform; and communicating all relevant information to steering group.
- Facilitate quarterly online meetings with the Steering Committee members, including co-authoring an external quarterly report on the network activities with CYSDP Chair and monthly activity report for the Commonwealth Secretariat
- Support finalisation of CYSDP's transition from 'working group' to network by working with the Chair and focal point to update the CYSDP Strategic Plan, Terms of Reference, and Code of Conduct; and ensuring alignment of structure with other Commonwealth Youth Networks.
- Support the membership of CYSDP by: monitoring member's term according to the Term of Reference; initiating and coordinating recruitment of new steering group members and focal points, and recording and monitoring member details.
- Support strengthening of partnership and collaboration with the Commonwealth Secretariat, Commonwealth Youth Council (CYC), Commonwealth Youth Networks, and other stakeholders as directed. This includes supporting CYSDP Steering Group Chair to

maintain CYSDP contact database and to maintain regular communication with the organisations and networks outlined.

- Coordinate and organise the participation (in form of position papers unless otherwise stated) of CYSDP in key Commonwealth decision making platforms including Commonwealth Advisory Body on Sport (CABOS) meetings and Commonwealth Sports Ministers Meeting (CSMM).
- Increase visibility and outreach by promoting the CYSDP on social media (Twitter, Facebook) and other possible online platforms in order to engage more Commonwealth youth in its planned activities, while also increasing the Network's membership through an updated database.

Duration of Assignment

The assignment is expected to take place over 4 months from March 2017 to June 2017.

This contract may be renewable for up to 2 years from the initial contract period, subject to the discretion of the Commonwealth Secretariat. The contracts will be renewable in periods as is determined by funding and satisfaction of the Coordinators' work, based on key deliverables.

Logistics and Remuneration

£500/month for 4 months = £2000 (All Inclusive).

In the event that other costs related to this assignment that arise, these are subject to approval by the Commonwealth Secretariat, following written notice, prior to the costs being incurred.

Reporting and Key Accountabilities

The Pan-Commonwealth Coordinator will work under supervision of the Commonwealth YTH Division, (Point of Contact - Tikwiza Silubonde: e: t.silubonde@commonwealth.int; t: +44 (20) 7747 6296.)