

### Program Manager: RiseUp! Leadership Initiative

The World YWCA is seeking a passionate program manager for World YWCA's leadership initiative called Riseup! to join the Global Engagement and Impact team.

The Program Manager will have overall responsibility for successful delivery of the program, under the supervision of the Director of Global Engagement and Impact. They will drive the strategic direction of the program and maintain oversight over all components including leading the Core Management Team and direct management of key staff. They will hold overall responsibility for risk and financial management, and program results, and will lead annual planning, learning, and program-wide communication. The Program Manager will work closely with the Director of Global Engagement and Impact in ensuring smooth communication with key partners, including the donor. They will represent the RiseUp! program at international and regional forums and with new external partners organisations to deliver the program. The Program Manager will also ensure that new delivery mechanisms, resources and tools maintain the integrity of the World YWCA RiseUp! content, approach, and foundational principles. They will identify emerging good practices by other organisations and lead engagement in research around RiseUp! to build knowledge about young women's leadership and integrate this learning into the RiseUp!'s program.

The position function includes project management and coordination, relationship management, budget assistance, and administration. The position holder must furthermore be able to prioritize her work, communicate effectively both orally and in writing and discharge her work under pressure and time constraints.

Location: Geneva, Switzerland

Closing date: Thursday 17 December 2020, 11:59PM CET

Starting date: As soon as possible

Type of contract: Fixed term until March 2025 (*linked to the Rise Up! project funding*)

Reference: YWCA-PM/RiseUp

Specific requirement: open to all, candidates from Asia-Pacific regions are strongly encouraged to apply

Website Link: <http://www.worldywca.org/>

Annual gross salary range (12 months basis): CHF 84,000 – CHF 96,000

#### About The World YWCA

The World YWCA has an ambitious goal: to reach 100 million young women and girls and transform power structures to end gender inequality by 2035. Established in 1855, the World YWCA is the world's oldest women's movement. With member associations in 109 countries, it works to fulfil human rights and make gender equality a reality. The World YWCA is a learning organization in which there is recognized mentorship across generations. Sixty percent of the members of the World Board are aged 30 and under. The purpose of the World YWCA is to develop the leadership and collective power of women and girls around the world to achieve justice, peace, health, human dignity, freedom and a sustainable environment for all people.

The World YWCA mobilizes and connects millions of young women around transformational change, provides leadership opportunities in more than 100 countries around the world. It also actively works to influence policies, regulations and social and community norms which prevent the realisation of rights and leadership potential of women.

The World YWCA has three strategic priorities:

- Management and governance excellence towards Goal 2035
- Strategic partnerships and communication towards Goal2035
- Engagement and mobilisation of girls, young women and women towards Goal 2035.

This is a four year appointment, linked to a particular funded initiative in Asia-Pacific, but is based in Geneva, to be able to contribute to the larger impact of World YWCA, the World YWCA Strategic Framework for 2020-23 and the theory of change to achieve the World YWCA Goal 2035.

#### Key responsibilities

- Lead the RiseUp! Phase IV Core Management Team and provide whole-of-program strategy, oversight and coordination.
- Lead program management at the whole of program level, including oversight of whole of program MEL, financial and risk management.
- Primary point of contact for donor and the World YWCA, and overall responsibility for reporting and briefing, under the guidance and supervision of the Director of Global Engagement and Impact.
- Represent the World YWCA and RiseUp! program at international and regional forums.
- Develop whole-of-program annual work plans in collaboration with regional and country-level teams and communicate any variations from these work plans in a timely manner and with plans for relevant and successful adaptations to plans.
- Develop and maintain high-level oversight of implementation of operational procedures for Phase IV and manage training for all staff on these procedures.
- Manage and provide strategic and programmatic advice, trouble-shooting and support to the Regional Coordinator and MEL Manager.
- Manage implementation of global-level activities by World YWCA staff and others (accreditation, alumni management, etc).
- Develop and lead implementation of a whole-of-program communication strategy.
- Lead the engagement with new delivery organisations, in collaboration with the Director of Global Engagement and Impact and other key stakeholders.
- Oversee content development to maintain the integrity of the RiseUp! model.
- Lead engagement on collaborative research.

#### Required expertise

- Minimum of 5 years of experience in leading international projects with big budget donors or equivalent experience.
- Field knowledge and experience of working on ground is a must, with experience in the Asia/Pacific region an added advantage.
- Extensive socio-political knowledge of the Indo-Pacific region, sub-regions and implementing countries.
- Program management skills, including leading strategy and planning, financial and risk management, and monitoring, evaluation and learning.
- Leadership skills, including leading teams and movements through collaborative, participative approaches and in remote management contexts.
- Knowledge of young women's leadership and human rights-based approaches is a must.
- Ability to build and maintain relationships with diverse partners, networks and allies.
- Experience of working with inter-cultural communities is a must.
- Willingness to work within a small team, fulfilling multiple roles for one project or goal.
- Experience with or openness to a full or partial remote work environment.

**Skills, Knowledge and Experience:**

**Information Technology Skills**

- Excellent command of Microsoft Office tools (Office, Outlook, Power Point, Excel) and prior experience in using them is a must.

**Language Skills**

- High level of English proficiency (reading, writing, verbal).

**Personal characteristics:**

- Commitment to the human rights of girls and women, enthusiastic about the mission of World YWCA.
- Should be a feminist, keen to work in a passionate and mission driven environment.
- Must be a team player, working closely in an agile, fast paced environment and demonstrate impact with ability to work under tight time constraints and meet deadlines.

**How to Apply:**

Applications must be addressed to World YWCA via email to [hresources@worldywca.org](mailto:hresources@worldywca.org) stating YWCA-PM/RiseUp/+your surname in the subject line.

**To apply for this role, attach:**

- a CV in English
- a motivation letter (two pages maximum) that summarises how your profile aligns with the key requirements of this role,
- work certificates
- diplomas or other relevant training or certification documentation
- three references