

# ADD YOUNG LEADERS PROGRAMME ADVISOR

## JOIN THE TEAM

<b>Salary</b>	Competitive
<b>Location</b>	Flexible: UK – Frome or home-based, or one of our country offices in Uganda, Tanzania, Sudan, Bangladesh or Cambodia
<b>Reports to</b>	Director of International Programmes
<b>Contract</b>	Fixed term contract of six months (to be reviewed after this for possible extension)

**Disabled candidates are particularly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all disabled candidates who meet the minimum criteria. ADD is committed to making reasonable adjustments during the recruitment process and throughout employment.**

## DISABILITY: ENSURING NO ONE IS LEFT BEHIND

Disabled people living in poverty are among the most vulnerable, marginalised and discriminated. Often, they have no access to basic human rights, education or the opportunity to work. There are approximately 1 billion disabled people in the world according to the World Health Organisation, 80% live in developing countries – and around 150 million have very high levels of need. Shockingly small numbers of disabled children go to school leading to low literacy and low employment, and, for most disabled people, even basic health services are inaccessible. Disabled people are frequently discriminated against, stigmatised, and excluded from wider society – even by their own families.

After many years of relentless campaigning, we are now beginning to see the global political will, high profile champions and relevant policies that are needed to respect the rights of disabled people around the world. ADD International has been at the heart of this global movement, ensuring that the voices of disabled people grow ever louder.

## ABOUT ADD INTERNATIONAL.

For over 35 years ADD International has been supporting some of the world's most remarkable disability activists working on the frontline of discrimination. We give them and their organisations the tools and resources to build powerful movements for change; and we make sure their voices are heard by global leaders and people with the power to make real change. Based in the UK, we have 5 offices in East Africa and Asia with a staff team of approximately 70 people and a turnover of over £3m.

## ABOUT ADD YOUNG LEADERS.

ADD International (ADD) wants to nurture future leaders in disability movements through a leadership programme that provides young people with disabilities, particularly women, with an opportunity to **experience working** in an INGO environment, **develop their leadership capacities and creativity** and **explore the future direction of their leadership and activism**.

This will be piloted in Tanzania through **ADD Young Leaders**: internship programme with the aim of expanding this to the other countries where we work (and beyond!)

ADD Young Leaders will support young people with disabilities, particularly women, to realise their potential and help to create vibrant and diverse disability movements that centre the varied lived experiences of young disabled people supporting them to take the actions they identify in response to their needs and to help realise their rights. It will also develop their leadership skills

Our vision is to create a wide-reaching network of young disabled activists. **The overall objectives of ADD Young Leaders programme are:**

- i. To provide an opportunity for young people with disabilities, particularly women, to undertake internships in one of our offices
- ii. Provide specific opportunities for these young people with disabilities to develop their own leadership and creativity and link them to networks of inspiration and support
- iii. To offer mentoring and coaching opportunities to young people with disabilities to support them in developing their own initiatives and build on their own priorities to develop creative solutions that they will lead.

## JOB PURPOSE.

The aim of this role is to lead ADD's Young Leader programme. Initially providing support and guidance to the Tanzania team implementing the pilot, but then working across ADD countries to expand it, ensuring learning from the pilot is built into this. The post holder will also work closely with the fundraising team to identify and propose sources of funding for this scale up.

## KEY TASKS.

## MAIN DUTIES AND RESPONSIBILITIES

- Support the design, implementation and review of the ADD Young Leaders programme

- Identify and access training, mentorship and/or coaching opportunities for ADD Young Leaders
- Support ADD Young Leader to develop innovative and creative solutions to tackle disability discrimination and bring down barriers to realisation of rights, particularly for young people with disabilities
- Help ADD Young Leaders explore ideas for developing initiatives, which build on their priorities for activism and create opportunities to connect with others, particularly young people with disabilities
- Document lessons learnt from the ADD Young Leaders Programme pilot in Tanzania and ensure inter-country, inter-programme learning and cross-partner learning
- Work with Project Coordinators in ADD countries of operation, initially focused on Tanzania, to develop a Monitoring, Evaluation, Accountability and Learning (MEAL) plan for ADD Young Leaders Programme
- Work alongside ADD International's Fundraising team to support and undertake fundraising to secure additional funds to scale up pilot programme to all ADD countries of operation
- Co-ordinate the involvement of UK staff in providing additional support as needed.

## GENERAL

- Support the Programme Support and Funding team in feeding into programme systems, including MEAL and information systems; as well as the development of organisational good practice
- Pay attention to the particular barriers that young women with disabilities may face in accessing the ADD Young Leaders programme and ensure that we mitigate against them
- Represent ADD International at external events, such as conferences and workshops, as needed.

## SAFEGUARDING

- Ensure familiarity, and compliance with, ADD International Child and Vulnerable Adults Safeguarding Policy and undertake training as required
- Contribute to creating and maintaining an environment (including within ADD) that prevents safeguarding violations and promotes the implementation of ADD's policy
- Report any concerns or suspicions regarding safeguarding violations by an ADD staff member or associated personnel (third party) to the appropriate staff member.

## SAFEGUARDING LEVEL.

We are committed to ensure we are a safe organisation, delivering safe programmes that ensure we do no harm to people we work with. Our processes ensure all posts are graded, based on interaction with children and vulnerable adults. This post is a **Level 2** post, meaning that it entails travel, with possible access to children/vulnerable adults (though unlikely to be alone). See outline of all levels below:

- **Level 1** - HQ based, no real direct access to children/vulnerable adults
- **Level 2** - a travelling role, possible access to children/vulnerable adults but unlikely to be alone
- **Level 3** - regular access to children/vulnerable adults including on their own, or lead responsibility for safeguarding within office/location

## THE IDEAL CANDIDATE.

### KNOWLEDGE / EXPERIENCE

#### Essential

- Personal experience of disability or experience of working with disabled people
- Excellent knowledge and experience of project cycle/management including understanding of how to undertake project research, activity planning and MEAL;
- Excellent numeracy, including the ability to use and create spreadsheets and experience of developing and managing budgets;
- Experience of working with staff remotely and/or based overseas, including experience of training/capacity building
- Experience of fundraising or of skills in generating resources
- Experience of working or volunteering in the international development or disability sectors

#### Desirable

- Experience in a project management, or similar role, in the international development, disability and/or charity sector
- Experience working with young people
- Experience or knowledge of the barriers facing women with disabilities in particular.

### SKILLS / ABILITY

#### Essential

- Ability to develop positive relationships and work cross-culturally
- Strong interpersonal and communication skills, including excellent written and spoken English
- Excellent organisational skills and the ability to prioritise work effectively
- Excellent computer literacy, including all Microsoft packages and the ability to quickly learn to use new software or online applications
- Ability to manage and develop productive working relationships with partners, colleagues and donors from a variety of cultural backgrounds
- The ability to work as part of a team, to lead and direct others as needed, and to work under your own initiative, often unsupervised

## Desirable

- The flexibility to travel to other countries, as required

## ATTITUDES / PERSONAL QUALITIES

### Essential

- Commitment to and understanding of the Social Model of Disability and a rights-based approach to development
- Enthusiasm for working with youth
- Shows respect for, and understanding of, diverse points of view and demonstrates this understanding in daily work and decision-making
- Awareness of the value of diversity and cultural difference

## HOW TO APPLY.

This vacancy does not meet the minimum requirements for work permit recruitment therefore we can only accept applications from people who are currently eligible to work in the country of residence.

Interested applicants should send the following attachments by email:

- Their CV (max 3 pages)
- Letter of motivation outlining why they want this role and how they fit to the above Job Specification (max 2 pages)
- Completed [equal opportunities form](#) (please choose relevant form dependent on whether you are applying for a job in the UK or one of our country offices)
- The names, contact numbers and addresses of 2 referees (please state if you are not happy for them to be contacted at this stage)

Please send your application to: [recruitment@add.org.uk](mailto:recruitment@add.org.uk) by the closing date specified below.

If you need an accessible format please contact our HR department on +44 1373 473 064 or email [recruitment@add.org.uk](mailto:recruitment@add.org.uk)

- **Application deadline: 23<sup>rd</sup> November**
- Interviews will be held w/b 6<sup>th</sup> December

**Incomplete applications will not be accepted. We are unfortunately only able to reply to those shortlisted.**

## EQUAL OPPORTUNITIES.

We are keen to promote strong principles of equality and diversity and would welcome applications from all backgrounds. Disabled people and in particular young disabled women are strongly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all disabled candidates who meet the minimum criteria. For more information on this please see our [Equal Opportunities Policy](#).

## SAFEGUARDING.

The nature of ADD's work is as an ally to the global disability movement promoting the rights of all people with disabilities. It does mean that our staff, consultants, trustees and volunteers may come into contact with children and vulnerable adults in some capacity or another. ADD is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff, consultants, trustees and volunteers to share this commitment.

At ADD, we're committed to creating a safe and rewarding environment for all of our people to work and volunteer, as well as for those we come into contact with through our work.

This means we have robust safeguarding policies and procedures to ensure everyone is treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially.

For more information on this please see the [safeguarding pages](#) on our website.

## DATA PROTECTION.

ADD International is aware of its obligations under the General Data Protection Regulation (GDPR) and the UK Data Protection Bill and is committed to processing your data securely and transparently. For more information on this please see our ['Job Applicant Privacy Notice'](#).

Due to the nature of our roles, interacting with staff in our different country programmes, staff from our overseas offices are often involved in the recruitment process. This requires us to send applications (and therefore personal data) outside of the EU. By applying for this role, you are indicating your permission for ADD to send your personal data outside the EU.