

# Learning Manager

August 2022



# Youth Business International

*Creating lasting change for young entrepreneurs and their communities*

Youth Business International (YBI)'s mission is to support young people to start, grow and sustain their businesses - enabling them to create jobs, build communities and transform lives.

Young people are critical to future economic development and key to achieving the Sustainable Development Goals.

However with 66 million unemployed youth worldwide and 145 million young workers living in poverty, this potential is not being realised.

Addressing the youth employment crisis is imperative, not only for the well-being of young people but also to ensure sustainable, inclusive growth and social cohesion globally.

## Locally rooted network leading to global impact

Established in 2000, YBI brings together organisations with aligned goals to develop and scale the most effective solutions to the critical challenges facing young entrepreneurs and catalyse positive change in entrepreneurship culture.

Since 2014 we have supported over **120,000 young people** to start or grow a business by delivering a range of practical entrepreneurship support services, from guiding a young person to register a new business and improving their bookkeeping skills to helping them write a business plan or grow their fledgling business through facilitating access to finance.

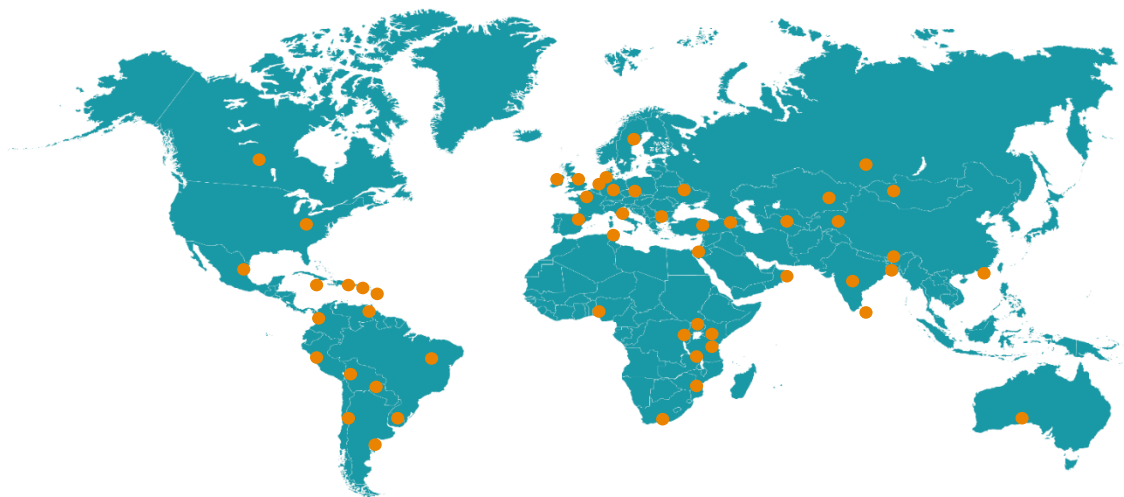
YBI unlocks young people's potential and turns job seekers into job creators

Our goal is to reach 1 million young people by 2025



## Our expert members

Our 48 members in 45 countries are diverse, ranging from training organisations, microfinance institutions, mentoring specialists to business associations and incubators. Locally rooted and locally led, members combine deep contextual knowledge with YBI's sector-leading global expertise and tools.



## The Network effect

YBI is supported by the Network Team, based in London, UK. This small, passionate team are committed to equipping members with the most effective solutions to empower youth with the right tools to start and grow sustainable businesses. As a network, we learn, innovate and influence together to drive impact for young entrepreneurs and their communities.



### Learn

#### *Building impactful organisations*

We deliver training and other capacity development support to facilitate learning exchanges and connect members to partners with relevant expertise.



### Innovate

#### *Developing new products and services*

We convene the collective expertise of the network to identify gaps in support for young entrepreneurs and collaborate to develop solutions.



### Influence

#### *Generating and leveraging evidence*

We work with members to undertake research on priority themes and use these learnings to drive change in policy and practice.

## Our values and team

Our values are embedded in everything we do:

**Tenacity** - We won't give up until every young entrepreneur has the opportunity to succeed;

**Collaboration** - We work together as a team, building trust to connect and empower;

**Quality** - We strive to set the highest standards in youth entrepreneurship support.

You will work across the YBI Network Team and with members on a range of projects. Maintaining our reputation as a leading global network requires a highly skilled, knowledgeable, energetic team to manage our internal business functions. As a part of this diverse and talented group of individuals, you can play a vital role in Youth Business International success.

## Role Overview

Job Title	Learning Manager
Location	Remote working and/or office working with occasional travel to London for team meetings (with occasional international travel)
Term	Permanent
Hours	Full-time (37.5 hours per week), open to flexible working requests
Salary	£35-£45,000 per annum (depending on experience)
Reporting to	Head of Evidence and Learning

This is a fantastic opportunity to join our dynamic Evidence and Learning Team at the heart of our growing, global network. YBI is currently rolling out a number of new initiatives to test our approach for supporting young entrepreneurs to build back stronger in response to the COVID-19 crisis; this role will be vital in generating and synthesising valuable insight and learning.

In this role you will be part of a small team leading on monitoring, evaluation, research and learning across the network. You will provide technical programme learning support across our strategic programme partnerships and network initiatives; supporting our members to build their body of evidence, insight and knowledge and embedding new learning systems within YBI.

The role offers great scope for development for a talented and committed monitoring, evaluation and learning professional. Your work will make a key contribution to enabling YBI to support young entrepreneurs to start, sustain and grow businesses during the current challenging time.

### Key Responsibilities

- **Learning systems for programme partnerships and network initiatives:** Working with members and colleagues across teams, design and oversee learning agendas and systems for a range of programmes and network initiatives. This includes responsibility for the development and management of the learning agenda for the Argidius' High Flyers programme.
- **Create and foster Community of Practices to support cross-member engagement and learning:** Working across teams facilitate and support the running of YBI's communities of practices, to bring together members across several regions to collaborate on and investigate key themes surrounding youth entrepreneurship.
- **Codify what works for young entrepreneurs through robust analysis:** Guided by Learning agendas, conduct ongoing data analysis to test good practice and organisational and programmatic learning questions by using field monitoring data as well as by reviewing the performances of members' initiatives and other research/assessments reports.
- **Curate key learning outputs:** Drawing on insights developed through monitoring, evaluation and communities of practice, develop or feed into a range of highly engaging written materials and resources, such as training guides, insights and policy papers, etc. which collate knowledge, learning and wisdom on youth entrepreneurship.
- **Support the institutionalisation of learning within the network and support influencing across key stakeholders:** Working closely with the Network Team and stakeholders, design or feed into external events and processes for sharing learning within the network and influencing stakeholders, including YBI's donors, on good practice for supporting youth entrepreneurs.
- **Contribute to the wider MEL function at YBI including supporting on the research and evaluation agenda and Network Impact Framework and providing technical input to concept notes and proposals.**

### Person Specification

Criteria	Essential	Desirable
<b>Knowledge &amp; skills</b>		
Post-graduate level qualification in a relevant field with coursework or a special focus on MEL/research methods or equivalent work experience	✓	
Knowledge and experience of designing and overseeing learning agendas and approaches across a range of organisations	✓	
Ability to present complex, technical information to non-technical audiences in an engaging and impactful way	✓	
Knowledge and experience of designing and implementing MEL frameworks for (youth) entrepreneurship/livelihoods programmes		✓
Excellent analytical skills, confident managing both quantitative and qualitative data	✓	
Strong facilitation skills, with experience of delivering workshops/Community of Practice events/ capacity building support both in person and remotely	✓	
Excellent project management skills, able to juggle multiple, competing priorities	✓	
Excellent written and verbal communication skills - you must be an empathetic, 'people person' with the confidence to work across teams and with our members and partners, building relationships with ease	✓	

High levels of autonomy and self-motivation, with the ability to quickly adapt and work with pace	✓	
<b>Sector Experience</b>		
Proven track record designing and leading learning systems and processes in the non-profit sector, including in-country experience	✓	
Experience working with a range of donors, including experience developing MEL frameworks and tools for new programmes	✓	
Experience supporting online learning communities	✓	
Experience working in or with an NGO or charity	✓	
Background or interest in (youth) entrepreneurship		✓
Experience working in a network organisation, or in circumstances with diverse and geographically distributed stakeholders		✓
<b>Other</b>		
Fluency in English	✓	
Good competency in Spanish (reading and writing programme materials and facilitation skills)	✓	
Excellent organisational skills and ability to prioritise	✓	
Strong attention to detail and commitment to high quality outputs	✓	
Interest in YBI's vision and mission and commitment to our organisational values	✓	

## How to apply

If you are interested in applying, please send your CV (maximum 2 x A4), Equal Opportunities Monitoring form and a covering letter to [HR@youthbusiness.org](mailto:HR@youthbusiness.org). Your covering letter (maximum 2 x A4) should:

- Explain why you want this job;
- Explain how your background and experience make you a suitable candidate - please use examples of specific projects and achievements;
- Show what relevant skills and knowledge you will bring, referring to the person specification;
- Confirm you have an existing right to work in the UK (we are unable to accept applications otherwise);
- Confirm where you saw this job advertised.

**Closing date: Wednesday 7 September 2022 at 9am**

**R1 Interviews: Tuesday 13 September 2022 (please make a note of this date).**

If you have any questions regarding the role, please contact us via [hr@youthbusiness.org](mailto:hr@youthbusiness.org)

## Equal Opportunities

YBI is an equal opportunity employer, and we are committed to ensuring representation of people from all backgrounds regardless of their gender identity or expression, sexual orientation, race, religion, disability, age, ethnic or national origin, or any other aspect which makes them unique. We welcome applicants from all backgrounds to apply and would encourage you to let us know if you require any adjustments, we can make to ensure that our recruitment process enables you to present yourself in a way that makes you comfortable.

## GDPR

At YBI, your right to privacy and confidentiality is important to us. By applying for this job, your information will be entered into our recruitment system for YBI's employment purposes only and for no longer than one year after the post has been filled; then personal data will be disposed of in the GDPR compliant manner. We store all data securely and will not disclose it to any third parties without your consent. Please see our Data Protection Policy [here](#) to find out more.