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.

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

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

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 95,000 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.

Our goal is to reach 1 million young people by 2025

Our expert members

Our 50 members in 48 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 and Bogota, Colombia. 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

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<tr>
<th>Job Title</th>
<th>Junior Digital Project Manager (Consultancy)</th>
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<tbody>
<tr>
<td>Location</td>
<td>Bangladesh (must be resident)</td>
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<tr>
<td>Travel</td>
<td>Some travel to India - approx. 1 week during the Bootcamp with Accenture Team</td>
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<tr>
<td>Consultancy Term</td>
<td>6 months (with possibility to be extended to 12 months)</td>
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<td>Work Hours</td>
<td>Full-time (5 days/week, 37.5 hours/week)</td>
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<td>Consultancy Fee</td>
<td>£28-£35 per day (depending on experience)</td>
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<td>Reporting to</td>
<td>Senior Digital Project Manager (based in Bangladesh)</td>
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Youth Business International (YBI) is making a strategic investment in digital, including offering its member organisations a Digital Accelerator programme, which is a structured and systematic approach to explore: 1) how to leverage digital solutions to improve the reach and relevance of their services to entrepreneurs; and 2) how to innovate the ways in which they operate and deliver services.
We are seeking a Junior Consultant with experience in digital project management, to incorporate into a team led by Accenture, providing support on the ground in Bangladesh in the implementation of the digital accelerator for YBI member BYEAH, an organisation that provides services to young entrepreneurs. Under the supervision of a local Senior Consultant, the Junior Digital Project Manager would support project management using Agile methodologies, facilitate workshops, conduct interviews, and work closely with the BYEAH team in the completion of their digital maturity assessment and ideation on digital solutions. Depending on progress made toward development of new digital solutions, the consultant contract could be extended to 12 months, to work closely with the BYEAH team in the implementation of its strategy and the piloting of a new digital solution.

Please see attached slides for more information about the programme.

Role Purpose

The Junior Digital Project Manager will be responsible for supporting the Senior Digital Project Manager (Senior Consultant) in the project delivery in Bangladesh, working with Accenture/YBI guidance. They would also work closely with the local Member in Bangladesh to ensure the smooth running of the project and provide any support with gathering or reviewing information, writing reports and arranging workshops or calls.

Key Responsibilities

They will support the Senior Consultant in performing the following activities in collaboration with YBI and Accenture:

1) **Mobilise**: Understand the high-level needs of the Member and define the approach:
   - Understand the context
   - Onboarding and briefing of participating members
   - Define member needs and in country activities
   - Detailed project planning and scheduling of resources and activities

2) **Discover**: Deep dive into each organization’s current status, its ambitions, and the context of its entrepreneurs:
   - Digital Maturity Assessment
   - Define ambitions and capability model
   - Workshops to understand the current entrepreneur’s experience

3) **Describe/Co-Create**: Develop a two-year roadmap and accelerate high priority initiatives:
   - Digital trends
   - Define Digital vision and mission
   - Ideation and roadmap definition
   - Rapid prototyping and testing (Working with Remote Accenture SMEs)

Person specification

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<th>Required criteria</th>
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<td>BSc in Computer Science, Technology or equivalent work experience in a similar role</td>
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<td>Excellent organisation and communication skills</td>
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<td>Strong project management skills</td>
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Previous stakeholder management experience
Excellent communicator and confident with Digital Tools (e.g. MS teams, MIRO, Trello)
Fluency in Bangladesh dialect of Bengali and English as a must

**Desirable Criteria**

| Previous experience of working with SME and/or NGOs |
| Experience in Design Thinking/Innovation |
| Experience in Agile / Lean methodologies |
| Understanding of Digital Service Design |
| Background or interest in entrepreneurship |
| Experience of working in a network organisation, or in circumstances with diverse and geographically distributed stakeholders |

**How to apply**

If you are interested in applying, please send your CV (maximum 2 x A4) and a covering letter to 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 Bangladesh.

**Closing date:** Monday, 16\textsuperscript{th} March 2020 at 09:30am (GMT)

**Interviews:** w/c 16\textsuperscript{th} March 2020

YBI is an equal opportunity employer and we are opposed to discrimination on any grounds. We are committed to creating a diverse environment therefore all qualified applicants will receive consideration for employment without regard to disability, race, religion, gender identity or expression, sexual orientation, age, or ethnic or national origin.

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.