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.

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 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

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Monitoring, Evaluation and Learning (MEL) Manager</th>
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<tbody>
<tr>
<td>Location</td>
<td>Central London (with occasional travel post-COVID-19)</td>
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<tr>
<td>Term</td>
<td>12 months contract with possibility for extension</td>
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<tr>
<td>Hours</td>
<td>Full-time (Mon-Fri, 37.5 hours per week), open to flexible working requests</td>
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<tr>
<td>Salary</td>
<td>£35,000 - £45,000 per annum (depending on experience)</td>
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<tr>
<td>Reporting to</td>
<td>Director of Learning and Influence</td>
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This is a fantastic opportunity to join our dynamic Learning and Influence Team at the heart of our growing, global network. YBI is currently rolling out a number of new initiatives in response to the COVID-19 crisis and you will play a key part in ensuring they deliver impact and generate 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 support across our strategic programme partnerships and network initiatives; support our members to build their MEL skills; and embed learning systems.
The role offers great scope for learning and development for a talented and committed monitoring and evaluation 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**

- **MEL systems for programme partnerships and network initiatives:** Working with members and colleagues in the Development and Membership Teams, design and oversee monitoring, evaluation and learning systems and tools for a range of programmes and network initiatives. This includes responsibility for the monitoring, reporting and learning framework for our ‘Rapid Response and Recovery Programme’ with Google.org.

- **Research, evaluation and learning:** Working with the Director of Learning and Influence, evolve the global network research, evaluation and learning agenda so that it aligns with YBI’s theory of change. Support the design and management of new research and learning partnerships and initiatives. Commission and manage long-term internal and external evaluations as required.

- **Network Impact Framework:** Support the smooth running of our global Network Impact Framework, including bi-annual gathering, analysis and dissemination of data from our members. Champion the use of the insight generated to inform network strategy and planning.

- **MEL capacity development:** Engage and foster our community of MEL practitioners across the network, building knowledge about member MEL practices and capabilities. Design and run engaging webinars to share best practice and research, and lead discussions in our online member Community.

- **Resource Raising:** Work closely with members and our Development Team to provide high quality, technical input into concept notes and proposals, and ensure that lessons learned through monitoring, evaluation and learning activities shape project and programme design.

**Person specification**

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<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Knowledge &amp; skills</td>
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<tr>
<td>Post-graduate level qualification in a relevant field with coursework or a special focus on MEL/research methods or equivalent work experience</td>
<td>✓</td>
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<tr>
<td>Knowledge and experience of designing and leading a theory of change approach, developing logical frameworks and MEL plans and designing and overseeing MEL systems and tools</td>
<td>✓</td>
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<td>Ability to present complex, technical information to non-technical audiences in an engaging and impactful way</td>
<td>✓</td>
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<tr>
<td>Knowledge and experience of designing and implementing MEL frameworks for (youth) entrepreneurship/livelihoods programmes</td>
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<td>✓</td>
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<tr>
<td>Excellent analytical skills, confident managing both quantitative and qualitative data</td>
<td>✓</td>
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<tr>
<td>Strong facilitation skills, with experience of delivering capacity building support both in person and remotely</td>
<td>✓</td>
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<td>Excellent project management skills, able to juggle multiple, competing priorities</td>
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Strong 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 ✓

**Sector Experience**

Proven track record designing and leading monitoring, evaluation and 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 ✓

**Other**

Fluency in English ✓

Language skills, especially Spanish ✓

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 ✓

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**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 UK (we are unable to accept applications otherwise);
- Confirm where you saw this job advertised.

**Closing date:** Tuesday, 2nd June 2020 at 09:30am

**Interviews:** w/c 2nd June 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. Please let us know if you require any reasonable adjustments, due to a disability, to assist you in completing your application and/or participating in a selection test or attending an interview in the event that you are shortlisted.*

*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.*