

## Apply to become the Coordinator of the Commonwealth Students Association (CSA)

The Commonwealth Students' Association (CSA) is the coalescence of the student organisations within the Commonwealth. Established in 2012 at the 18th Conference of Commonwealth Education Ministers in Mauritius, its role is to be an independent advocate of students throughout the Commonwealth, which bringing student concerns to the forefront of educational development.

The CSA works to see a world where students across the Commonwealth are empowered to effect change in education and contribute to their societies; students are engaged as valuable partners in effecting the change that they seek in education; and where students have a credible and representative voice in education.

Upholding the values of the Commonwealth, the CSA will unite, represent and build the capacities of students, providing them with opportunities across the Commonwealth to address issues within fields of education and global development.

The current CSA Executive team was installed at the 20th CCEM in Fiji, February 2018. This Executive team will serve until the 21st CCEM to be held in Kenya in March 2021.

CSA is searching for their next Coordinator to support the passionate leaders of the executive team. We are inviting applications from young, highly resourceful and suitably qualified individuals who are familiar and passionate about growing and advocating for students across the Commonwealth

[Read more about Commonwealth Youth Networks here](#)

Title: CSA Coordinator  
Duration: Twelve (12) months  
Project Location: Remote  
Period: 1 November 2020 - 31 October 2021

A nominal honorarium will be provided for this role

### Eligibility

Applicants must:

- Be aged between 18 to 29 years at the time of application;

- Be a citizen of a Commonwealth member country;
- Have a strong commitment to CSA's vision and mission;
- Be available to commit 18 hours per week to network activities.

## How to Apply

Applicants should apply by **15 October 2020 23:59hrs (BST)**

<http://tiny.cc/CSACoordinator>

Do note that the form will require you to upload documents including but not limited to the following:

- Resume
- a cover letter outlining your experience
- 1 reference letter from a reputable and relevant referee
- Contact details to your reference

## Key Deliverables & Responsibility

The main role of the CSA Network Coordinator is to support the executive team of the CSA and coordinate and spearhead the Commonwealth Students Association's key administrative and operational functions in the lead up to the 21st Conference of Commonwealth Education Ministers (CCEM) in Kenya in 2021.

Key responsibilities include:

- Oversee the regular management of CSA (administratively) and keeping up logistical arrangements of the network including supporting the Executive team and their initiatives in their region, regular calls or direct mentoring and support;
- Enhance Commonwealth youth participation in education development and opportunities by co-ordinating their engagement and increased visibility in policy discussion and meetings at the Commonwealth and United Nations level;
- Strengthen the global advocacy and campaigns of the network, facilitating capacity building trainings for student leaders, research and thought leadership on emerging priorities for youth-led action on education in the Commonwealth;
- Support the mainstreaming of youth perspectives in the Commonwealth's work on education;
- Support and coordinate the formation and engagement of a young, diverse and active Executive Committee;

- Support the strengthening of communication, partnerships and collaboration with the Commonwealth Secretariat, Commonwealth Youth Council (CYC), Commonwealth Youth Networks, and other stakeholders as directed;
- Increase visibility, outreach, inclusion and membership of CSA;
- Join and contribute to Commonwealth Youth Forum International Taskforce in delivering the policy agenda for Commonwealth Youth Forum and CHOGM;
- Maintain frequent and consistent communication with the assigned staff(s) from the Commonwealth Secretariat managing the network, this includes ensuring regular updates of the network's work and also sharing of opportunities and announcements to all members of the network.
- Support the handover and transition of responsibilities to the new CSA Executive team. This should be done in close coordination with the current CSA Executive Team and the Commonwealth Secretariat.
- Provide guidance and mentoring support to the new CSA Executive Team in the lead up to the 21st CCEM.
- Draft proposals and strategic briefs to mobilise governments and stakeholders to support CSA strategic plan.

## Compulsory & Desirable Skills

### 1. Administration Support

- The candidate should possess excellent administrative and people skills, ability to coordinate/support meetings, write publications, policy papers, support research and thematic policy areas

### 2. Project Management & Implementation

- The candidate should be able to commit the time required, at ~18 hours per week
- Possess project management/project delivery skills, support partnerships development, implementation track record, build stakeholders/network relationships & strategic planning
- Candidate should be able to demonstrate resourcefulness

### 3. Networking

- The candidate should be able to demonstrate his/her network in the relevant space
- The candidate should also to account and share for the skills to grow a community and network, beyond personal networks.

## Compulsory Characteristic & Personality

### 1. Perseverance

- The candidate should demonstrate commitment and perseverance

### 2. Diversity and Inclusion

- The candidate should be able to show interest and past experience working in diverse teams and on diversity and inclusion matters.

### 3. EQ

- The candidate should be able to show exemplary people management skills, be able to build relationships and be the liaison between the commonwealth Secretariat and the Executive team of the Network.
- The candidate should be organised, diplomatic and emotionally intelligent.