



CALL FOR YOUTH PARTICIPATION COORDINATOR

ERYICA is looking for a subcontractor (one-year service contract) to act as youth participation coordinator and help implement the ERYICA Youth Ambassadors Framework. The coordinator will support and dynamise the [ERYICA Youth Ambassadors Commission](#) and our community of youth ambassadors.

We are looking for someone with:

- Experience in youth work, youth information work, youth activism, youth parliaments, or youth organisations;
- Experience in youth participation, youth engagement in decision-making processes, and youth advocacy support;
- Competencies and previous demonstrated experience in facilitating and engaging with groups of young people from different countries;
- Capacity to manage projects on a European level and adopt a European perspective, respectful of diverse national and local situations and backgrounds;
- Experience with efficiently involving stakeholders during the development and implementation of youth participation processes;
- Strong analytical competencies;
- Strong written and verbal English skills;
- Organised and structured working methods; and
- Knowledge of European youth policies (European Union, Council of Europe) and recommendations on youth (information) work is a must.

The expert will provide support for coordinating and facilitating the work of ERYICA Youth Ambassador Commission in cooperation with the ERYICA Secretariat.

The main tasks will involve the following:

1. Helping structure the objectives and work dynamics of the different parties involved.
2. Preparing, together with the ERYICA Secretariat and EYAC, the agenda and methodology ERYICA Youth Ambassadors Commission meetings.
3. Facilitating the group discussions during ERYICA Youth Ambassadors Commission meetings, both online and in person.
4. Providing continuous support throughout the year (12 months) to the ERYICA Youth Ambassador Commission and Secretariat, by employing non-formal educational methods to support the personal learning objectives of the volunteers.
5. Supporting the Secretariat in organizing the selection and training for the next ERYICA Youth Ambassadors Commission.
6. Reporting on the activities of the EYAC and support the development of the youth participation aspect of the new ERYICA Strategy.



The scope of experts' tasks may be modified and reassessed, if needed, according to the needs of the organisation to successfully support the work of ERYICA Youth Ambassador Commission.

The experts' estimated workload is equivalent to **4-6 full time working days per month**.

The next strategic meeting on the ERYICA Youth Ambassadors framework is foreseen on **28-30 March 2023** in Luxembourg. The selected expert is expected to be present.

To submit your proposal, please send us your **CV** and **answer the following questions**:

- What is your motivation to engage with ERYICA in establishing the Youth Ambassadors Framework?
- What you will bring in to the process?
- What youth participation model would you suggest?
- What is your previous experience in youth participation?

Furthermore, submit **examples** of previous work and references for organisations you worked with.

Please enclose a **quote** (including VAT) for the assignment. Do not include any travel or subsistence costs in the offer.

Please send your application no later than **10 February 2023** to secretariat@eryica.org, indicating in the subject "*Youth Participation Coordinator 2023*".

The selection will be made in mid-February 2023. The expert is expected to start in early March 2023.

Important: This is NOT a job opening (employment contract), but a call for a subcontractor (service contract).

Annex 1 - About the ERYICA Youth Ambassadors Framework

Since 2012, ERYICA has trained young people to become Youth Ambassadors for youth information (YAs). The idea for Youth Ambassadors began with the campaign “Information Right Now!”. This campaign aimed to raise awareness among young people, decision-makers and media on the unique role of youth information concerning young people’s access to rights, particularly the access to information as a right for all young people. The campaign was highly successful, with numerous activities of all sizes and scales taking place across Europe.

Since the inception project, training activities have taken place in Malta (2012), Sweden (2013), Slovenia (2016), Spain (2018), and online (2021).

As an “all about youth” network, it is essential to include young people’s perspectives in developing all products and services that target youth. To take a step forward, ERYICA General Assembly decided to extend young people’s involvement beyond campaigns and pop-up training activities to make them a permanent part of the network and to stream youth participation.

The Youth Ambassadors’ framework aims to:

- ensure that young people play a crucial role in defining the strategic direction and priorities of ERYICA and the youth information sector;
- involve young people in all processes that are relevant to them and in youth policy-making (formulation, implementation, follow-up);
- clearly define the role of the Youth Ambassadors from the outset and officially recognise their involvement;
- outline the role, aims and mandate of an ERYICA Youth Ambassadors Commission;
- give the Youth Ambassadors a long-term and distinct role in the organisation;
- ensure that the ERYICA Youth Ambassador network keeps on growing and that a peer-to-peer approach is used in encouraging newcomers to apply; and
- ensure that youth information always responds to the changing needs of young people.

Profile of Youth Ambassadors:

- Young people aged between 18 and 25
- Living in a European country
- Passionate about young people’s access to rights and information as a right in itself
- Motivated to speak in public about youth information
- Firmly committed to making a change.

Youth Ambassadors join the Youth Ambassadors network after completing the INFOassadors training organised by ERYICA every second year. The training programme aims at young people willing to advocate for the right to information in decision-making processes.



Annex 2 – ERYICA Youth Ambassadors Framework

Note: Please note that the framework is provided for reference only. It will be a part of the Youth Participation Coordinator's tasks to review the existing framework.

ERYICA Youth Ambassadors for youth information

Framework document for the ERYICA Youth Ambassadors network and the ERYICA Youth Ambassadors Commission

Background

Since 2012, ERYICA has trained young people to become Youth Ambassadors for youth information (YAs). The idea for Youth Ambassadors began with the campaign “Information Right Now!”. This campaign aimed to raise awareness among young people, decision-makers and media on the unique role of youth information concerning young people’s access to rights, particularly the access to information as a right for all young people. The campaign was highly successful, with numerous activities of all sizes and scales taking place across Europe.

Since the inception project, training activities have taken place in Malta (2012), Sweden (2013), Slovenia (2016), Spain (2018), and online (2021).

As an “all about youth” network, it is essential to include young people’s perspectives in developing all products and services that target youth. To take a step forward, ERYICA General Assembly decided to extend young people’s involvement beyond campaigns and pop-up training activities to make them a permanent part of the network. This document aims to set the basis of an ERYICA Youth Ambassadors Commission (EYAC) and the overall functioning of the network of Youth Ambassadors for youth information (YAs).

Why

The European Youth Information and Counselling Agency (ERYICA) is an independent European organisation composed of national youth information coordination bodies and networks. ERYICA’s role is to foster cooperation in the field of youth information work and services; to develop, support and promote quality general youth information policy and practice at all levels; and to ensure that the information needs of young people and the principles of the European Youth Information Charter are respected.

Our vision is to uphold young people’s right to full and reliable information, which helps them make their choices in their lives, promoting their autonomy and active participation in a democratic society.

As an ‘all about youth’ network, it is essential to include young people’s perspectives in developing all products and services that target youth. The active involvement of young people within our network is crucial if we consider ourselves a network that genuinely represents young people. We would like to ensure that ERYICA is properly and fully represented at all relevant events by the young people for whom we exist.

1. Aims

The Youth Ambassadors' framework aims to:

- ensure that young people play a crucial role in defining the strategic direction and priorities of ERYICA and the youth information sector;
- involve young people in all processes that are relevant to them and in youth policy-making (formulation, implementation, follow-up);
- clearly define the role of the Youth Ambassadors from the outset and officially recognise their involvement;
- outline the role, aims and mandate of an ERYICA Youth Ambassadors Commission;
- give the Youth Ambassadors a long-term and distinct role in the organisation;
- ensure that the ERYICA Youth Ambassador network keeps on growing and that a peer-to-peer approach is used in encouraging newcomers to apply; and
- ensure that youth information always responds to the changing needs of young people.

2. Youth Ambassadors' Profile

- Young people aged between 18 and 25
- Living in a European country
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Youth Ambassadors join the Youth Ambassadors network after completing the INFObassadors training organised by ERYICA every second year. The training programme aims at young people willing to advocate for the right to information in decision-making processes.

3. Selection Procedure

Every two years, ERYICA organises an INFObassadors training. The ERYICA member, affiliated and co-operating organisations are responsible for spreading the call for participants among young people at the national/regional/local level. In addition, the member organisations manage the first phase of the application process and are responsible for selecting training participants.

After competition of the INFObassadors training, any Youth Ambassador will be eligible to be part of the ERYICA Youth Ambassadors Commission (EYAC). To respect



geographical and gender balance, each national/regional delegation will propose one candidate. All proposed candidates fill in a form provided by the ERYICA Secretariat and submit a short video (max. 1 minute) introducing themselves and defending their candidacy.

The ERYICA Youth Ambassadors Commission (EYAC) will consist of 8 - 10 young people (no more than 10, no less than 8). ERYICA publishes the list of candidates and organises an election process. All the group of young people that participated in the training course become members of the ERYICA Youth Ambassadors network, who will have the right to vote in the EYAC election. The newly elected members of the EYAC sign a volunteer agreement with ERYICA.

4. Structure and functioning of the ERYICA Youth Ambassadors Commission

a. Mandate

The EYAC has a 2-year mandate, not renewable. During their assignment, members of the EYAC are expected to be motivated, reliable, and proactive. Therefore, a volunteering agreement is signed between the EYAC members and ERYICA.

The EYAC meets regularly (see b) and is divided into Youth Committees (see c). In addition, the EYAC takes part in the ERYICA annual General Assembly and Network Meeting, where they are invited to raise questions, propose initiatives, and give their opinion.

The EYAC members may occasionally represent ERYICA at external events and meetings. The representation opportunities will be analyzed and considered on a case-by-case basis by the ERYICA Secretariat.

b. Meetings

The EYAC will hold at least four online and one face-to-face meeting per year. The face-to-face meeting is combined with the ERYICA General Assembly. At least a member of the ERYICA Secretariat will participate in each EYAC meeting. Whenever needed, the EYAC may organise additional online sessions.

The Peer-to-peer education and group engagement Youth Committee (see c) will be responsible for organising the EYAC meetings in close cooperation with the ERYICA Secretariat. They are also responsible for ensuring the follow up of decisions and the communication and engagement with the broader Youth Ambassadors network.

c. Youth Committees



The EYAC work is organised in Youth Committees composed of 2 - 3 EYAC members (no more than 3, no less than 2). The EYAC members will join one or two Youth Committees according to their interests and availability. Several committees are proposed below, though other Youth Committees may be created or replaced according to the needs of the Agency and the EYAC:

- Governing Board, Working Groups and Task Forces Committee

The ERYICA Governing Board, regional/language Working Groups, thematic Working Groups (i.e. ECTS Working Group), Task Forces (i.e. European Quality Label Task Force) count on the involvement of at least one EYAC member. They participate in the meetings, give inputs, and actively contribute to the objectives of the meeting/group by bringing young people's perspectives and support.

- Projects, Research and Consultations

The EYAC members in this committee participate in project formulation and implementation by supporting research on youth trends (e.g. dissemination of surveys, focus groups) and project activities and outputs. In addition, they take part in some project consortium meetings and events (e.g. seminars, training activities, campaigns, etc.) to bring young people's perspectives to the project. Each ERYICA project will count on the involvement of at least one EYAC member. Due to their nature, some project or research activities may require more EYAC members or the whole Youth Ambassadors network.

- Campaigns, communication and dissemination

This Committee supports the formulation and implementation of ERYICA's communication strategy. The EYAC members in this Youth Committee participate in ERYICA's pop-up campaigns formulation, implementation, and dissemination, especially the European Youth Information Day campaign. They help promote the campaigns and relevant information among the overall Youth Ambassadors network and young people in general. They also support ERYICA's external communications by leading outreach activities to other young people and youth organisations at different levels. This Committee works very closely with the Peer-to-peer education and group engagement Committee.

- Peer-to-peer education and group engagement

The EYAC oversees peer-to-peer education, which refers to the training of YAs to become peer-to-peer educators (YinfoPeers training) and the training of the future YAs and EYAC members. Moreover, the EYAC members are responsible for internal communications with the network of Youth Ambassadors that elected them. They ensure in cooperation



with the ERYICA Secretariat that the Youth Ambassadors network is informed, engaged and cohesive.

The Youth Committees do not necessarily remain static for the two-year mandate of the EYAC. If the circumstances require it, their composition and structure may change with the agreement of ERYICA. Therefore, the Youth Committee members must collaborate and ensure the communication flows to guarantee a common framework for action and make joint decisions (see b).

d. Participation in external events

With the prior agreement of ERYICA, the EYAC members may apply to participate in various events throughout the year as youth representatives of ERYICA. These can be events where ERYICA is represented, such as events organised by external stakeholders like the European Commission, the Council of Europe, or other youth NGOs.

e. Relations with organisations at the local level

The YAs commit to maintaining the relationship with the organisations at the national/regional level that pre-selected them by organising local-level events and activities and spreading ERYICA's news, activities and projects.

f. Recognition

The support of the EYAC members is officially recognised by ERYICA through a letter of recommendation, certifying the volunteering hours and the project, events, and activities they participated in. Moreover, a certificate will be issued. The certification may also be adjusted according to the needs and interests of the Youth Ambassador.