



**Terms of Reference – Speakers Bureau Facilitator**

<b>Status</b>	Approx. 8 hours/month; for Sept 2018-June 2019 – 10 months of work, with the equivalent of 8 two (2) hours meetings led in total
<b>Wage</b>	\$20/hr
<b>Plan Point of Contact</b>	Specialist, Youth Empowerment
<b>Overall responsibility</b>	<p>Plan International Canada is continuing the expansion of Speakers Bureau Hub locations in September 2018. These hub locations will be led by two (2) local facilitators per location, trained, paid and supported by Plan International Canada staff. In this role you will take on the crucial role of co-leading a Speakers Bureau Hub location in your community. This role will include recruiting youth participants, co-leading monthly workshops, including managing the logistics and notifying participants, completing all necessary reporting, and supporting youth participants in completing their action plans.</p> <p>Community organizations from across Canada now have the opportunity to host a Speakers Bureau location supported by Plan International Canada by completing the application below. Six community organizations from across Canada will be selected to host hub locations in their community. Plan International Canada will work with these organizations to hire and train 12 facilitators (2 per community) through a weekend training designed to onboard the facilitators, learn about gender transformative programming and to enhance facilitation skills.</p>

## **Specific responsibilities**

### Training

- Attend facilitator training in Toronto August 23<sup>rd</sup>-24<sup>th</sup> 2018 – travel costs will be covered by Plan International Canada

### Recruiting members

- Recruit youth participants, ages 14-24 to participate in the program, aiming for 20-30 youth participants.
- Promote the program in the community, using a variety of promotional methods such as social media, posters, local media, etc. Some funding will be provided by Plan International Canada.
- Notify members of upcoming meetings and ensure efficient communication of meeting details

### Co-lead meetings

- Facilitate dynamic and interactive bimonthly/monthly meetings for youth participants, utilizing workshop modules and materials provided by Plan. Meetings must total two (2) hours throughout the month.
- Coordinate logistics, including but not limited to, reserving space, setting up technology, ordering workshop supplies and food/drinks for youth participants

### Reporting

- Participate in monthly calls with Plan staff and fellow facilitators
- Complete regular assessments with youth during meetings
- Complete all required monitoring and evaluation (ex. Surveys)
- Complete quarterly reports, by November 30<sup>th</sup>, 2018, February 15<sup>th</sup>, 2019, April 30<sup>th</sup>, 2019 and July 31<sup>st</sup>, 2019
- Complete mid-project and final report requirements by February 15<sup>th</sup> and July 31<sup>st</sup>, 2019 respectively.

Other duties as required.

**Skills, experience,  
qualifications**

- Minimum 1-year experience in facilitation and/or youth programming.
- Knowledge of MS Office (Word, Excel, PowerPoint)
- Organized, resourceful with extremely strong attention to detail
- A self-starter, and able to manage deadlines and deliver quality results
- Ability to work both independently and as part of a team
- Excellent communications skills (oral and written)
- Proficiency in French preferred
- A strong work ethic coupled with tact and diplomacy
- Personal values consistent with those of Plan International's corporate values
- Vulnerable sector check a requirement