

VOLUNTEER OPPORTUNITY

Child and Youth Participation Officer

The Regional Network of Children and Young People Trust (RNCYPT) is a child and youth focused organization founded in 2012 working to empower children and young people to have a voice, space and meaningfully participate contributing to development processes at local, national, regional and international level

We are seeking a highly motivated, innovative, passionate, and committed individual to join our team as a Volunteer Child and Youth Participation Desk.

This is an exciting opportunity for a young professional or emerging child rights advocate who is passionate about empowering children and young people, strengthening child-led initiatives, and advancing child participation in national, regional, and international processes.

Position: Volunteer – Child and Youth Participation Officer

Location: Harare with frequent travel across Zimbabwe

Duration: Volunteer Position (with possibility for growth based on performance and funding availability)

Key Responsibilities

The Volunteer will support the Child and Youth Participation Desk through the following duties:

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The successful candidate will support the Child and Youth Participation Desk through the following responsibilities:

- Strengthen existing child-led groups and support the establishment of new child and youth-led groups across Zimbabwe.
- Facilitate meaningful participation of children and young people in advocacy, accountability, and decision-making processes.
- Conduct regular mentorship and engagement sessions with child-led groups and young people.
- Train children, youth, community structures, and stakeholders on child rights, safeguarding, and meaningful child participation.
- Support children and young people to engage with duty bearers, policy makers, parliamentarians, and government ministries on issues affecting them.
- Coordinate dialogues, advocacy meetings, community engagements, and national child participation platforms that amplify children's voices.
- Support the development of children's complementary/alternative reports to regional and international treaty bodies, including UNCRC and ACERWC reporting mechanisms.
- Represent the organization in child rights coalitions, technical working groups, and community-level engagements.

Communication and Digital Advocacy

- Develop child rights communication materials including social media content, newsletters, infographics, IEC materials, and digital storytelling content.
- Manage and contribute to regular social media engagement and online advocacy campaigns for the Child and Youth Participation Desk.
- Document participation outcomes, impact stories, testimonies, and advocacy achievements in an ethical and creative manner.
- Collaborate with children, girls' clubs, peer educators, and youth advocates to amplify their voices through digital platforms and campaigns.
- Monitor digital engagement and contribute ideas to strengthen online visibility and advocacy impact.

Administration and Documentation

- Maintain organized physical and digital records for Child and Youth Participation Desk activities and programs.
- Record meeting minutes, action points, and support timely documentation and reporting of activities.
- Coordinate logistical arrangements for trainings, meetings, field activities, and child participation engagements.
- Support procurement, requisitions, inventory management, and administrative processes related to program activities.
- Assist in compiling monthly, quarterly, and donor reports.

Capacity Building and Learning

- Support the planning and facilitation of trainings and capacity-building workshops for children, youth leaders, community structures, and staff.
- Contribute to the development of child-friendly training materials, participation toolkits, and learning resources.
- Maintain updated training records, attendance databases, evaluations, and feedback documentation.
- Stay informed on emerging child rights trends, participation approaches, and safeguarding standards to strengthen program quality.

Qualifications and Competencies

We are looking for a candidate who possesses:

- A degree or studying towards a qualification in Social Sciences or related fields.
- Strong passion for child rights, youth participation, girls' empowerment, and safeguarding.
- Understanding of child participation principles and child protection concepts.
- Excellent report writing, communication, and documentation skills.
- Strong social media management and digital communication skills.
- Ability to work with children and young people respectfully, ethically, and professionally.
- Good facilitation, coordination, and interpersonal skills.
- Ability to multitask, work under pressure, and meet deadlines.

- Willingness to travel extensively across Zimbabwe.
- Knowledge of UNCRC, ACRWC, child rights frameworks, and advocacy processes is an added advantage.
- Previous volunteering or experience working with children, youth groups, or community structures is an added advantage.

Desired Attributes

The ideal candidate should be:

- Passionate about social justice and child rights.
- Creative, innovative, and proactive.
- Highly organized and accountable.
- Flexible and eager to learn.
- Professional, ethical, and child safeguarding conscious.
- Comfortable working both independently and within a team environment.

How to Apply

Interested candidates should submit:

- A motivation letter clearly explaining their interest and suitability for the role.
- A detailed CV.

Applications should be sent to: people@rncypt.org

Subject Line: **Application – Volunteer Child and Youth Participation**

Deadline: [5 June 2026, applications will be reviewed on a rolling basis]

Only shortlisted candidates will be contacted.

RNCYPT is committed to safeguarding and promoting the welfare of children and young people. All successful candidates will be expected to adhere to the organization's safeguarding and child protection policies.