



**WE ARE HIRING:**

**Join us: Youth Coordinator**

**26.01.2026**



# ABOUT US

---

Fairtrade Africa (FTA) is the umbrella network organization representing Fairtrade certified producers and workers in Africa. It has four (4) regional networks – Eastern Africa; Southern Africa; West Africa; and Middle East and North Africa. Established in 2005, FTA aims to effectively represent producers and workers within the International Fairtrade System and provide services to them that contribute to the improvement of their livelihoods. The FTA Board directs policy and strategic development of the organization.

**FAIRTRADE AFRICA PURPOSE:** To improve the socio-economic conditions of African producers through increased access to better trading conditions.

# ABOUT THE JOB

---

The Youth Coordinator role is responsible for contributing to youth empowerment and youth inclusion by promoting youth's active participation in the operations of Fairtrade certified producer organizations in Africa and Middle East.

**LOCATION:** Nairobi, Kenya

**REPORTING LINES:**

**Post holder reports to:** Social Compliance & Risk Manager

**Staff reporting to this post:** None

**SCALE LEVEL:** Officer 1

**BUDGET RESPONSIBILITY:** Yes



# DUTIES & RESPONSIBILITIES

## KEY DUTIES & RESPONSIBILITIES:

### Capacity Development

This entails building the capacity of FTA staff and producer organizations on meaningful youth engagement so that they can be at the forefront of enhancing youth inclusion across Fairtrade certified producer organizations. The post holder shall be responsible for:

- Facilitating knowledge building and mainstreaming of youth topical issues among FTA staff members and its producer members.
- Developing tools and approaches towards strengthening FTA's capacity to support its producer members in promoting youth empowerment, through Fairtrade and other social, political and economic approaches.
- Establishing, updating and maintaining youth related policies for FTA, and leading FTA's contribution towards the Fairtrade system's policies and strategies for youth.
- Supporting producers in the design, development, and implementation of relevant policies.

### Portfolio Management

Portfolio management involves leading the youth docket and supporting the regions in the implementation of youth interventions with Fairtrade certified producer organizations. The post holder shall be responsible for:

- Supporting the regions to administer and deliver programs for youth among producers.
- Conduct youth assessments in each region to establish the effectiveness of interventions and to identify gaps, constantly monitor the environment to ensure timely readjustment of interventions.
- Supporting the activities of the Fairtrade Africa Premium Alumni Association and the FTA continental youth association.
- Provide regular reports on activities, outputs and outcomes to different audiences.
- Work closely with the Fundraising unit to enable the successful design of youth-related projects and programmes for which external funding is required.
- Managing relevant budget lines for youth-related projects in line with financial management procedures and requirements.
- Effectively apply results-based management tools, establish management targets, monitor achievement of results, ensure quality control and learning, and coordinate implementation.

### Mainstreaming youth into Fairtrade Africa's approach to development

Within this focus area, the post holder shall be responsible for:

- Working closely with FTA regional networks and the systemwide Fairtrade units in order to assimilate youth components into policies, standards, advocacy, producer support, certification/auditing practices and business engagement.
- Supporting the regions in selecting youth for FTA's youth programmes.
- Leading in the organizing of various events and engagements to elevate youth engagement.
- Identifying best practices and disseminate findings through guidelines and manuals especially among member producers.

## Creation and Management of Strategic Partnerships

The main tasks under this focus area include:

- Mapping and developing partnerships with local, regional and global partners that have context-specific expertise on youth empowerment, in line with FTA partnership approach.
- Coordinating partnerships, ensuring efficient and transparent communication and exchange with partners.
- Perform other duties and tasks that are consistent with the skills and expertise needed.

# SKILLS & EXPERIENCE

## Qualifications

- Bachelor's Degree in Social Sciences, International Development or related field.

## Experience and Knowledge

- A minimum of 5 years' work experience in youth engagement
- Experience in delivering youth training services.
- Knowledge of best practices in youth work in the agricultural sector
- Knowledge and understanding of Fairtrade practices, and interest in the Fairtrade system

## Skills

- Ability to communicate ideas in a manner conducive to their practical application and comfortable working as part of a team, to add value to collective results
- Able to constructively challenge and influence others to affect change where needed
- Well-developed literacy skills and ability to interpret and communicate complex technical information clearly and concisely, orally and in writing
- Excellent interpersonal skills with ability to interact with individuals across multi-functional disciplines
- Good organizational, training and facilitation, as well as conflict resolution skills

# HOW TO APPLY

## APPLICATION DEADLINE is 11<sup>th</sup> February 2026

An application form (**CVs will not be accepted**) can be found on the jobs and volunteering page of our website:

<https://fairtradeafrica.net/vacancies-and-tenders/> If you have any queries, please e-mail

[recruitment@fairtradeafrica.net](mailto:recruitment@fairtradeafrica.net) or call +254 202721930 or +254 704180169 and ask to speak to a member of the HR team. Qualified applicants will be subjected to background checks as a pre-condition of employment.

Completed applications should be saved in the applicant's name and the position (Youth Coordinator) and be e-mailed to [recruitment@fairtradeafrica.net](mailto:recruitment@fairtradeafrica.net)

All applicants should state how they meet essential requirements of the post and include their email address, telephone contacts and three referees with contact details on the application form.

**“Fairtrade Africa is an equal opportunity employer, and female candidates are encouraged to apply”**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**