
**Executive Committee Member (EXCO) of the
COMMONWEALTH STUDENTS' ASSOCIATION NETWORK
*a Commonwealth Youth Network (CYN)***

Role Title:	Caribbean Regional Representative
Project Location:	Remote, Accessible Connectivity
Period:	June 2022 - June 2024
Age Limit:	Be born between 15 May 1993 to 14 May 2004
Remuneration:	All CSA EXCO roles are unpaid and voluntary.

Background

About the Commonwealth Students' Association (CSA)

Commonwealth Students' Association (CSA) unifies and represent the needs and aspirations of national student councils and other student organisations in the Commonwealth. We empower the students of the Commonwealth to influence change in education, contribute to their societies, amplify the student voice through the collaboration between student leaders and educational stakeholders. We aim to create an environment for student bodies and student movements to build their respective and collective capacities, to express and advocate freely. Click [here](#) for the link to the website.

The Secretariat recognises the role of young people as equal partners in protecting and promoting these rights and values. That is why the organisation has spent the past 40 years investing in networks and associations to promote young people's participation and genuine engagement in decisions and policy-making in this area.

The CSA is one of [ten youth-led affiliated bodies](#) operating under the auspices of the Commonwealth Secretariat. It was created to empower students to advocate for their rights, develop a strong governance system and ensure their voices are integrated into all levels of national decision-making processes.

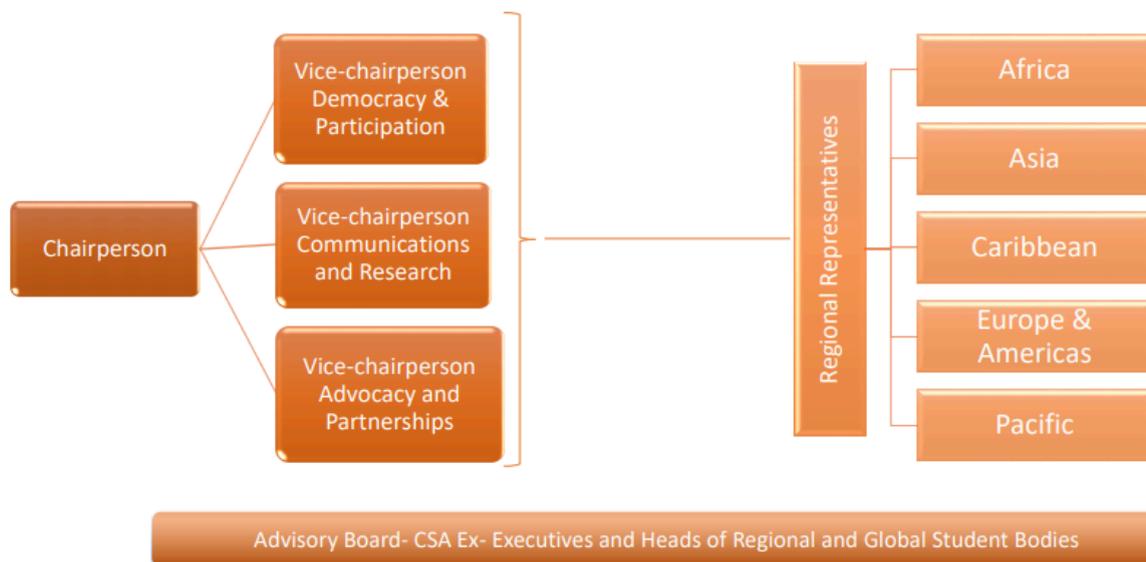
CSA has announced nine high-profile, voluntary positions on its executive team for the year 2022 - 2024. We are inviting applications from suitably qualified individuals who are passionate about promoting and protecting the rights of students and are aligned with the principles across the Commonwealth.

Objectives of the CSA

The objectives of the network are:

- Raise the profile and amplify the voice of students and student leaders in the Commonwealth and promote greater recognition of the role of students as partners in education development.
- Promote, build and facilitate intra-commonwealth exchange, strong partnerships and global advocacy to promote better, fairer, more accessible education across the Commonwealth;
- Mobilise resources and network to support, engage and train student leaders and education and development advocates.
- Engage and empower student organisations to influence, and provide inputs to key education decisions and policies at different levels in the Commonwealth.
- Unite, represent and build the capacity of students inclusively.
- Provide and create opportunities for students across the Commonwealth to address issues within fields of education and global development.

Commonwealth Students' Association Executive Committee Leadership Structure



Eligibility

Applicants must:

- Be born between 15 May 1993 to 14 May 2004;
- Be a citizen of a Commonwealth member country;
- Have a strong commitment to Commonwealth values and the CSA's vision and mission (See the Commonwealth Charter and the CSA Constitution for more details.);
- Have experience with student or youth-led initiatives, projects or organisations focused on human rights and democracy;
- Be available to commit 10-15 voluntary hours per week to CSA network activities;
- Be able to have connectivity etc to work remotely;
- Have leadership experience to build a diverse and effective sub-committee
- Leadership experience should be minimum regional level and a minimum of 2 years of regional experience leading youth and or student organisations and groups

Skills Required

All Applicants must have excellent:

- Leadership Skills
- Communication
- Understanding of education policy, student needs, advocacy, equality, diversity, inclusion.
- Networking capacity
- Time management and ability to meet deadlines under pressure
- Empathy for one another
- Ability to work with a diverse team
- Ability to work across different time zones.

The Main Goals for the network, for Term 2022 - 2024:

(Identified by the outgoing EXCO 2019-2021)

- Create a sustainable data collection, storage and management system
- Create an effective working method with the Coordinator and Commonwealth Secretariat
- Create a strong digital and social media following of 50,000
- Create a sustainable and consistent standard operating procedure (SOP) for a yearly work plan that has at least one project/initiative per quarter

Scope of Work and Key Responsibilities

This TOR is for the position of Caribbean Regional Representative. For all positions, please refer to the [PDF Open Call Listing](#).

The main role of the Caribbean Regional Representative is to support the executive team of the network, to carry out designated responsibilities but not limited to the listed below.

Key responsibilities include:

- Candidates applying for Regional representative must be a citizen of a Commonwealth country within a specific region.
- The candidate should have knowledge, interest and past experience in roles advancing and advocating the CSA's goals.
- The candidate should have strong reach and networks within the region he/she oversees.

- The candidate will be responsible for advancing and improving the reach and representation of students, student organisations and in the respective regions.
- The candidate should work with the EXCO and the network coordinator to identify national Focal Points and build national & regional sub-committees.
- Raise the profile of CSA by promoting activities, acting as an official ambassador of
- the CSA, engaging with students and student organisations within their region,
- writing articles and publishing them via various media channels to help realise the
- Raise the profile of CSA by promoting activities, engaging with students and student organisations within their region.

Deliverables & Timelines

The term is expected to take place from June 2022 - June 2024. This contract may be terminated with a minimum of 1-month notice.

Time commitment can vary but may require approximately 15 hours weekly. These are the tentative projects, events and initiatives for the (Network) 2022-2024.

Deliverables, Projects and Initiatives	Due Date	Lead Role/Person
Signature of Contract	15/06/2022	You
Submission of Monthly Report - July 2022	05/07/2022	EXCO
Yearly Network Work Plan Summit		EXCO
Submission of Monthly Report - August 2021	05/08/2022	You
Submission of Monthly Report - September 2022	05/09/2022	You
Submission of Monthly & Final Report - June 2024 Submission of Handover Document	Three months prior	You

	to the end of term	
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Reporting and Key Accountabilities

The CSA EXCO will be led by the chairperson and will be the voice of all Commonwealth Students' Association members of the Network (refer to the Leadership Structure above). The EXCO will need to manage stakeholders, including the Commonwealth Secretariat, the Advisory Council, and the Members. The EXCO will also have a coordinator who will support the EXCO's work and who is provided by the Commonwealth Secretariat on a yearly basis.

The Commonwealth Secretariat main contact will be Ms Eileen Goh, Assistant Programmes Officer, EYSD, e.goh@commonwealth.int

How to Apply

1) Application method

Applicants should complete this [form](#)

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

- A. CV - reflecting suitability (max 2 pages)
- B. 2 year work plan for the specific position applied (max 3 pages)
- C. Work sample / Showcase on previous work completed by you, related to specific position applied. (max 2 pages)
- D. 1 Letter of Attestation. To be a scanned copy on an official letterhead. Letter must include Name, Email, Contact details and signature of the personnel from Government/Ministry/Member of Parliament.
- E. 1 Letter of Nomination. Letter must be a nomination letter from a recognised student or youth-led organisation/Pan-National Student Union/International student-led or youth-led organisation that you have served/is serving in. Letter must also include full contact details and reference for checks.
- F. Copy of your passport / National ID

Data Privacy Disclaimer:

We ensure that your personal data is collected, stored, and processed in accordance with international best practices and with respect to data protection legislation. By completing the form below, you agree to the terms of our [privacy policy](#). If at any time you wish to stop receiving correspondence from us, please contact us at youth@commonwealth.int .

I have read and agree with the above. (Checkbox required)

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