

# Terms of Reference



Position:	Eco-Club Manager
Location:	Any African Country
Duration:	2 Years (Renewable based on performance and funding)
Reports to:	Climate Director
Start Date:	Immediately

## Who We Are

Green Africa Youth Organization (GAYO) is a pan-African, youth-led organization that co-creates and implements climate solutions across Africa. Working across four interconnected thematic areas - Just Transition, Adaptation and Resilience, Zero Waste Cities, and Green Jobs - GAYO bridges communities, institutions, and policy to deliver locally owned and durable change. Its work is grounded in enabling young people to live, work, and lead within the systems it helps transform, ensuring that climate action is practical, inclusive, and rooted in local realities.

Guided by the vision of a climate-resilient Africa powered by youth leadership and locally driven solutions, GAYO's mission is to co-create solutions to the most pressing environmental issues in Africa. Through policy influencing, resourcing peer organizations, and deep collaboration with local governments and communities, GAYO champions local ownership and long-term impact. Across its work, the organization co-creates, implements, influences, and empowers to strengthen climate action and build resilient, just, and community-centred systems.

Visit our website for more information: [www.greenafricayouth.org](http://www.greenafricayouth.org)

## Position Description

The GAYO Eco-Club Campus Chapters are a pan-African university-based movement launched in 2020 to build the next generation of environmental leaders. Operating across more than 40 universities with over 12,000 members, the model turns youth environmental interest into structured leadership development, circular-economy practice, ecopreneurship, and peer-led action.

The Eco-Club Manager role exists to provide overall strategic leadership, vision, and portfolio management for this fast-growing pan-African network. Contributing directly to GAYO's Green Jobs and Adaptation and Resilience thematic areas, this role bridges the gap between student climate interest and professional workforce readiness. At this stage of GAYO's growth, the network requires a high level of strategic ownership to transform localized campus interest into institutionalized, multi-country impact. The Eco-Club Manager will oversee the entire Eco-Club management portfolio, coordinate multi-country initiatives, and establish standard systems to ensure that climate literacy, ecopreneurship pipelines, and campus mobilization directly yield career-ready green talent.



## Initial Strategic Priorities (First 12–18 Months)

In the first 12–18 months, the Eco-Club Manager will play a leading role in:

- **Network Governance & System Building:** Standardize operational frameworks and communication channels across all 40+ active university chapters in Ghana, Uganda, Botswana, Tanzania, South Africa, and beyond.
- **Programmatic Integration:** Institutionalize successful regional models, such as Uganda's multi-campus green-skills lecture series and Botswana's institution-based activities, into a repeatable, pan-African program blueprint.
- **Management Structure Alignment:** Formalize coordination workflows between the Operations and Programs Officer, Club Communications Officer, Club Growth and Expansion Officer, and Club Country Coordinators.
- **Workforce Pathway Partnerships:** Secure at least three regional partnerships with green industries, academic institutions, or climate networks to establish direct internships, mentorships, and employment tracks for club members.
- **Ecopreneurship Pipeline Scalability:** Design and launch a cross-border framework that tracks, incubates, and connects innovative student-led circular-economy projects to seed funding and green incubators.

## Portfolio Objectives

- The Eco-Club Manager's work will be anchored around the following high-level objectives:
- **Strategic Scale:** Drive the pan-African expansion and retention of the Eco-Club network, ensuring high-quality leadership tracks across tertiary and training institutions.
- **Operational Excellence:** Establish rigorous data collection, tracking mechanisms, and program quality metrics to monitor the leadership progression and climate literacy of over 12,000 members.
- **Institutional Partnerships:** Position GAYO Eco-Clubs as the premier youth talent discovery partner for universities, corporate green sectors, and regional policymakers.
- **Impact Documentation & Funding Sustainability:** Capture and synthesize multi-country evidence to support continuous organizational learning, impact reporting, and resource mobilization.

## Key Responsibilities

The roles and responsibilities for the Eco-Club Manager are structured across the following workstreams:

### 1. Portfolio and Project Coordination

- Provide high-level strategic direction to all 40+ university campus chapters across Africa.
- Lead, mentor, and supervise the core Eco-Club management team, including the Operations and Programs Officer, Communications Officer, Growth and Expansion Officer, and Country Coordinators.
- Align the annual action plans of individual campus chapters with GAYO's overarching climate strategy and programmatic goals.

### 2. Stakeholder Engagement and Partnerships

- Serve as the principal representative of the GAYO Eco-Club movement when interfacing with university administrations, regional academic boards, and ministry officials.
- Cultivate and manage strategic relationships with green employers, circular economy businesses, and development partners to build workforce readiness pathways.
- Represent GAYO's youth leadership portfolio at regional and international climate change forums and educational conferences.



### 3. Technical Implementation and Quality Assurance

- Direct the high-level design of unified climate literacy, ecopreneurship, and circular-economy curricula deployed across chapters.
- Provide expert oversight to ensure campus mobilization campaigns, public lectures, and community outreach efforts maintain high technical and scientific accuracy.
- Advise country teams on adapting regional models (e.g., green-skills lecture series) to fit local socio-environmental and institutional realities.

### 4. Monitoring, Reporting, and Documentation

- Compile, review, and deliver comprehensive monthly, quarterly, and annual narrative and financial impact reports directly to the Climate Director.
- Establish key performance indicators (KPIs) to measure the efficacy of behavioral change, youth talent discovery, and local project delivery.
- Curate organizational learning data and evidence-based case studies to showcase network-wide success to donors and partners.

### 5. Operations and Systems Strengthening

- Collaborate with the Operations and Programs Officer to design standard operating toolkits and financial accountability guidelines for student leaders.
- Streamline cross-border communications and digital resource libraries to foster peer-to-peer collaboration across different African nations.
- Mitigate institutional and operational risks associated with campus organizing and local legal compliance.

## Profile – Experience and Competencies

### Experience

- At least 5 years of relevant professional experience in environmental management, sustainable development, youth leadership development, or non-profit management.
- Demonstrated experience coordinating or implementing multi-country, multi-stakeholder programs or network-driven movements.
- Proven ability to translate broad programmatic strategies into localized, operational delivery systems with measurable outcomes.
- Substantial experience managing relationships with university administrations, local governments, and civil society partners.
- Strong track record of technical reporting, impact documentation, and strategic communication.
- Experience working within youth-led environments, international NGOs, or consortium-based climate initiatives.

### Required Competencies

- Advanced project management and multi-country operational planning capacity.
- Outstanding leadership, team coordination, and empathetic people-management skills.
- Exceptional stakeholder engagement, facilitation, and public speaking abilities.
- Proven ability to multitask, manage tight deadlines, and navigate ambiguous operating environments.
- Strong technical report writing, analytical skills, and impact-driven documentation capacity.
- High level of autonomy, initiative, and cross-cultural collaborative skills.



### Added Advantage

- Working experience across East, West, or Southern African environmental sectors.
- Familiarity with circular economy frameworks, green skills training development, or ecopreneurship incubation.
- Professional working proficiency in French alongside English.
- Prior experience managing youth networks or campus-based student organizing.

### Working Relationships

- **Reports to:** Climate Director
- **Key Internal Relationships:** Operations and Programs Officer, Club Communications Officer, Club Growth and Expansion Officer, Country Coordinators, and the GAYO Core Management Team.
- **Key External Relationships:** University authorities, green industry executives, local government environment units, regional youth networks, and climate funding partners.

### Terms and Conditions

- **Contract Duration:** 2 Years (with option for extension based on performance).
- **Working Hours:** 40 hours a week for full-time staff, with built-in flexibility for regional travel and varying African time zones.
- **Working Language:** English (French proficiency is considered an asset).
- **Compensation:** Between GH¢7000 – GH¢9000 (Commensurate with experience and scale of responsibility).
- **Location:** Open to all African countries; however, priority will be given to applicants from Ghana, Uganda, and Botswana.

### How to apply

- Prepare your application package, consisting of a one-page cover letter stating your interest in the role and highlighting your relevant achievements, and a recent CV, both merged into a single PDF.
- Access the application form at: <https://bit.ly/EcoClubsManagerApplication>
- Ensure your application package is accessible and does not exceed 5 MB.
- Be sure to complete the form fully with your accurate information before submitting it. Please note that applications received after the deadline cannot be considered.



### Equal Opportunity and Employment Policy

GAYOs' hiring policy is geared to ensure that the organization hires employees without regard to their race, color, religion, tribe, citizenship, gender, marital status, socio-economic background, or sexual orientation. GAYO's policy is that applicants for employment and career progression are considered solely based on their relevant qualifications and competencies, and are between the ages of **20 and 35 years**.

Please note that applications received after the deadline cannot be considered.

GAYO will only contact applicants shortlisted for this position. If you do not receive any feedback from GAYO a week after your application, it means you were not successful in this particular position. However, we would recommend regularly checking our website or social media channels for opportunities we continually make available.

**DEADLINE: JULY 3, 2026**