



**MSYP 2023**

**Job Description - Program Manager**



**Mostar Summer Youth Program**

Velina Ulica bb, Mostar Vrapčići, 88108 - BiH | [www.mostarsyp.org](http://www.mostarsyp.org) | [mostarsyp@gmail.com](mailto:mostarsyp@gmail.com)



## About MSYP

---

The Mostar Summer Youth Program (MSYP) is a unique, free English-language educational summer program that provides youth aged 14-19 from Mostar, Bosnia and Herzegovina and the surrounding area with opportunities to improve their self-confidence and key skills. MSYP aspires to be a hub for youth leadership, volunteerism, and entrepreneurship. The program empowers participants in their educational, social and professional ambitions by connecting them with a uniquely diverse group of peers, as well as organizations and businesses working in and around Mostar. It includes courses that encourage critical thinking, creativity and practical skills including: spoken and written English, leadership, teamwork and creative and strategic thinking. Such skills are highly relevant to Mostar's young population and, unfortunately, largely absent from Bosnia and Herzegovina's formal school curriculum. In previous years, MSYP has featured workshops and courses on a diverse range of subjects including: Art History, Media Studies, International Relations, Social Activism, Business Development, Creative Writing, Critical Theory, Economics, Human Rights, Mathematics and Logic, Philosophy, and Sustainable Development.

MSYP was founded in 2014 by Dilia Zwart, Freya Nowell and Sho Igawa, university students from the UK and the US. Initially, it was established with the help of a *Davis Projects for Peace* grant and local partners *Naša Djeca Fondacija* and *United World College (UWC) Mostar*. The first MSYP had over 40 participants and 15 volunteer staff members, offering 14 taught courses and 12 extracurricular workshops, trips and events. The program received excellent feedback from the volunteers, participants and their families and the local organizations who engaged with it, as well as from the local community more broadly, driving the management team to sustain and grow MSYP ever since. Since its foundation, MSYP has engaged over 90 volunteers (including experienced teachers, university students and working professionals), delivered 9 summer programs for over 350 young people and established several additional programs and activities. We have launched a second annual summer program focused on science education ([mostarsyp.org/LAB](http://mostarsyp.org/LAB)), published an anthology of our participants' poetry and prose ([learnljubav.org](http://learnljubav.org)), started a youth blog ([mostaryouthplatform.wordpress.com](http://mostaryouthplatform.wordpress.com)) and organized several one-off workshops and taught courses, including coding courses, professional skills workshops, book and film clubs and courses on mental health and emotional intelligence. Our sources of funding have included grants from organizations such as the *United Nations Population Fund*, *Schüler Helfen Leben*, *Konrad Adenauer Stiftung*, *Inclusive Movement for Bosnia and Herzegovina* and local sponsors including IT company *Northcape Software* and design and print firm *Fram Ziral*. Also of note are our private donors and generous in-kind donations from a number of partners, most notably *UWC Mostar*, *INTERA Technology Park* and *Naša Djeca Fondacija*.

In January 2023, we completed registration as a non-governmental organization based in Bosnia and Herzegovina, under the name *UčiMo Fondacija*. *UčiMo* aims to equip youth with skills and academic knowledge that will empower them in their educational, social, and professional ambitions and engage them as active members of the global community. By working with educators from across Bosnia and Herzegovina and around the world, we foster the exchange of ideas and knowledge across cultures. Our multidisciplinary programs - including our flagship program MSYP - are learner-oriented, drawing on the UčiMo Educational Model: Learn, Engage, Create, Explore, Connect. The word 'UčiMo' can mean both 'we teach' and 'we learn' in the local language, and the emphasis on 'Mo' reminds us of our continued passion for working with and learning from the unique community of our founding city, Mostar. *UčiMo*'s permanent managing team, all of whom are volunteers and several of whom are MSYP alumni themselves, consists of a Board of Directors (Dilia Zwart [Chair], Elma Beslić, Ana Gvozdić, Lana Hadžiosmanović, Marija Ivanović, Emina Mehić, Martina Perić, Bruno Stojčić and Selma Zuljević) and Acting President (Freya Nowell).

### Mostar Summer Youth Program

Velina Ulica bb, Mostar Vrapčiči, 88108 - BiH | [www.mostarsyp.org](http://www.mostarsyp.org) | [mostarsyp@gmail.com](mailto:mostarsyp@gmail.com)



## MSYP 2023

---

This year, MSYP will run between Monday 19 June - Friday 7 July 2023. Workshops, courses and the majority of extracurricular activities and events will be held at UWC Mostar, 09.00-15.00, Monday to Friday throughout the program. Some off-site day trips are also expected to be organised during the program.

## Key Information

---

**Job title:** Program Manager

**Time commitment:** All pre-program planning, team-building and training meetings (times and dates TBC but these meetings will start from March 2023), working hours of 08.45-15.30 daily throughout MSYP, plus an evening closing event on the final day, plus any additional meeting/planning time required.

**Program dates:** Monday 19 June - Friday 7 July 2023 (please note we will expect Program Managers to be in Mostar at least a few days before the start of the program for final prep)

**Location:** UWC Mostar, Mostar, Bosnia and Herzegovina

**Position reports to:** Director, UčiMo Fondacija

**Main responsibilities:** Deliver MSYP 2023, including: participant communications, pre-program staff team-building and training sessions, co-designing and overseeing the program's schedule of courses, workshops, activities and trips, media and social media coverage, coordinating with local partners and funders, financial and administrative oversight, line management of program intern/s, task management and support of the staff team with course and activity preparation and other day-to-day needs, leading staff meetings.

**Remuneration:** As this post is voluntary, you will not be remunerated for your time working with the program, however we offer all teachers and program managers at our summer programs the option to opt-in to receive a volunteer stipend of 100KM per week of program delivery, a total value of 300KM for MSYP. We offer these stipends to support our volunteers with the costs of travel, food and drink during their time volunteering with us. If you intend to apply to grant-giving or educational institutions for funding to cover part or all of your time with the program, we encourage you to do this alongside completing your application to work with us and we are happy to provide references as required.

## Role Description

---

### Requirements and Expectations

Ahead of MSYP, in April and May 2023 (dates TBC), two online team-building and training sessions will be held for all MSYP staff (dates TBC) and on Sunday 18 June there will also be a final, in-person training session for all staff. You will be expected to attend all of these sessions. Program Managers will also be expected to attend several additional online training and planning sessions ahead of the program, from March-June 2023, working with the Director and other staff members to design and plan out the overall curriculum and delivery of the program. These expectations are collectively likely to result in a time commitment of at least 3 hours per week from March-June 2023 for all Program Managers.

As a Program Manager at MSYP, you will be responsible for all aspects of the program's delivery and will work with the Director and Senior Teachers to design and create a schedule for the overall curriculum including a range of courses, activities and trips. You will directly manage and support the program's staff team, including: interns

### Mostar Summer Youth Program

Velina Ulica bb, Mostar Vrapčići, 88108 - BiH | [www.mostarsyp.org](http://www.mostarsyp.org) | [mostarsyp@gmail.com](mailto:mostarsyp@gmail.com)



(responsible for program administration including comms, financial records, monitoring and evaluation and event delivery) and all teachers (responsible for course and workshop delivery and, in the case of Senior Teachers, the training and support of less experienced teachers and teaching assistants). This aspect of the role will require you to lead all staff team-building and training sessions and other meetings, both before and during the program. You will be responsible for supporting staff and participant wellbeing and engagement, including gathering and responding to feedback during the program. You will also act as the public 'face' of the program, liaising with stakeholders including parents/carers, partner organizations, funders and local media. It's important that you have prior experience of working with young people, including some prior teaching experience, some project/program management experience and, ideally, some experience of working or volunteering in Bosnia and Herzegovina.

### **Contractual Commitment**

Staff are expected to commit to work over the three weeks of the program, and to undertake prior preparation and training (including a number of fixed staff meetings) as necessary, as per the working hours and expectations set out above. In order to carry out this role effectively, you will also need to be on hand and easily contactable before and throughout the program, to support the rest of the staff team and ensure smooth day-to-day program operations,

### **Code of conduct and safeguarding checks**

You will need to comply with UčiMo's staff code of conduct regarding appropriate staff behaviour for the duration of your work with the program. This will be given to you in advance of the program and will be covered in full during training. In addition, after your acceptance as staff member of MSYP, you may need to provide us with a criminal record certificate.

### **Flexibility**

For MSYP to run efficiently, it is important that all staff (particularly Program Managers) remain flexible and willing to be called upon to work outside the remit referred to above where it is deemed by the Director to be in the best interests of the program.

**This document summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can vary from time to time at the discretion of the program management team, in consultation with the member of staff.**

**If you need any additional information or if you have any questions please get in touch with us at [mostarsyp@gmail.com](mailto:mostarsyp@gmail.com)**