

SOLKAS Youth Business Incubator Advisor

Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project Management Unit (PMU)

Position Description

Reporting to:	SOLKAS Program Quality and MEAL Manager	Budget holder:	No
Work location:	Honiara, Solomon Islands	Direct reports:	Nil

Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project

The Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project is one of the largest locally-led adaptation projects globally, and one of the first with a strong focus on the education sector. Largely funded under the Green Climate Fund (GCF) with co-finance from the governments of Australia and New Zealand, it has been designed to reduce children, youth and communities' exposure to climate hazards and help build sustainable, resilient communities and livelihoods in the context of climate change.

Working with communities across six provinces, the project will strengthen resilience to climate change impacts by strengthening the capacities of national, subnational, and local governments, communities, and schools to understand, plan for and implement responses to the climate crisis. The project will achieve this through activities under three components:

1. Community-led development of adaptation plans, climate change knowledge and skills, and access to climate change information;
2. Resilient livelihoods, food and nutrition security, and school-level infrastructure; and
3. Institutional strengthening.

SOLKAS is a partnership between the Government of the Solomon Islands, through the Ministry of Environment, Climate Change, Disaster Management, and Meteorology (MECDM), and Save the Children Solomon Islands (SCSI). The Accredited Entity (AE) with overall accountability for the project to the GCF is Save the Children Australia (SCA).

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Role Purpose

The Youth Incubator Adviser will provide strategic guidance, technical expertise, and mentorship to the SOLKAS project team, the MRD and other government counterparts on the Youth Incubator Program design, in addition to taking responsibility for implementation and scaling up of the Youth

Incubator and Youth Livelihoods components of the SOLKAS project. This role will focus on promoting youth entrepreneurship, supporting climate-smart business models, and ensuring alignment with SOLKAS objectives on resilience and sustainability. The Youth Incubator Adviser will be located within the SOLKAS PMU and report to the SOLKAS Program Quality and MEAL Manager. This position will work closely with the Youth Incubator Project Coordinator who will be embedded within the MRD team, the SOLKAS PMU staff, SOLKAS Provincial team, including other Ministry staff, youth groups and local communities in SOLKAS target locations.

Key Areas of Accountability

Technical Leadership, Advisory and Implementation

- Provide strategic guidance, oversee and actively develop the Youth Incubator tailored to the Solomon Islands context.
- Provide technical leadership on the Youth Incubator in addition to implementation of the Youth Incubator model and activities, ensuring alignment with climate adaptation and resilience strategies.
- Identify key sectors for youth-led entrepreneurship in agriculture, fisheries, renewable energy, and other climate-resilient industries.
- Lead the development of innovative business models and financing mechanisms for young entrepreneurs.
- Work closely with government agencies and donors to align youth incubator activities with national policies and funding opportunities.
- Facilitate partnerships between youth incubators and relevant stakeholders, including private sector actors and financial institutions building networks and designing appropriate events and opportunities
- Identify and promote innovative approaches and technologies that can enhance the effectiveness of youth incubator programs.

Capacity Development

- Design and implement training programs on climate-smart business development, financial literacy, and sustainable livelihoods.
- Strengthen the capacity of the MRD and incubator participants through coaching, mentoring and peer-learning networks.
- Develop educational materials and toolkits to support youth in accessing markets, funding and technical assistance.
- Facilitate knowledge-sharing platforms, workshops, and peer-learning sessions to enhance skills and collaboration among youth entrepreneurs.
- Promote gender inclusion and the participation of marginalised youth in incubator activities.

Project Quality, Monitoring and Reporting

- Work closely with Program Quality and MEAL Manager to develop key performance indicators to measure the impact of the Youth Incubator Initiative.
- Establish a monitoring framework to track progress, identify gaps, and implement improvements.
- Conduct regular reviews and assessments to provide strategic recommendations for Youth Incubator Program refinement.
- Document best practices, lessons learned, and success stories for reporting and knowledge-sharing purposes.
- Support SOLAKS PMU and MRD in preparing reports for government agencies, donors and project stakeholders.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policies, procedures, work instructions and training.
- Act safely at all times.
- Report all incidents, injuries and potential hazards in a timely manner.
- Participate in, and contribute to, health and safety awareness and improvements.
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied.

Child protection and safeguarding requirements

- Maintain a child-safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times.
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards ([click here to view further details](#)).
- Demonstrate the highest standards of behaviour towards children in both your private and professional life.
- Never abuse the position of trust that comes with being a part of the Save the Children family.
- Maintain a safe and positive relationship at all times when working with children and young people.
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes.

Person Specification

Essential knowledge or experience

- Minimum of seven years of experience in youth enterprise development or business incubation, preferably in the Pacific region.
- Proven expertise in designing and managing youth entrepreneurship programs, particularly in climate-smart sectors.
- Strong understanding of climate adaptation, sustainable livelihoods, and economic empowerment approaches.
- Experience working with government agencies, private sector partners, NGOs, and community-based youth organisations.
- Demonstrated strategic planning skills and strong time management, administrative and organisational skills.
- Strong facilitation, mentoring, and training skills.
- Excellent written and verbal communication skills with the ability to engage diverse stakeholders.

Desirable knowledge or experience

- Post-graduate in Business Administration or Finance / Business
- Knowledge of the Solomon Islands Government's National Disaster Management Plan, National Development Strategy (NDS), and climate change policies (e.g., National Adaptation Programme of Action – NAPA).
- Experience with business financing models, including microfinance and impact investment for youth enterprises.
- Familiarity with youth networks and climate adaptation initiatives in the Pacific region.

Required qualifications and/or accreditations

- Tertiary qualification in Youth Development, Climate Change, International Development, Business Development, Agriculture, Economics, Finance, Business Administration or a related field, or equivalent experience.

Additional Information

- Any offer of employment will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to the project's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above.