

Volunteer Interest Group Co-convenor

Role Purpose	VSA is looking for returned or previous VSA volunteers to co-convene new VSA Interest Groups. Successful applicants will share the responsibility of the organisation and administration of their Interest Group. These are unpaid, volunteer positions.
Direct Reports	Director Stakeholder Engagement

About VSA

Volunteer Service Abroad (VSA) is a New Zealand-based international development agency that engages Kiwi volunteers on long and short-term volunteer (and e-Volunteer) assignments. These assignments enable kiwis to share their skills and knowledge with communities striving for sustainable change in the wider Pacific.

VSA focuses on people-centred development. We give great importance to *manaakitanga* which means we value respectful partnerships, working and learning together, cross-cultural understanding, and the spirit of volunteering. VSA's values and our strategic focus reflect our commitment to bringing the spirit of Te Tiriti O Waitangi to the philosophy and values of our international development programme.

We have staff working from our Wellington office, and field staff and volunteers located across the wider Pacific in Vanuatu, Cook Islands, Samoa, Tonga, Fiji, Kiribati, Solomon Islands, Papua New Guinea, Bougainville, and Timor-Leste.

VSA manages a range of development programmes in partnership with in-country partners, regional and United Nations partners, and New Zealand partners, including Non-Government Organisations as well as private and public sectors.

VSA's work is primarily funded through its strategic relationship with the Ministry of Foreign Affairs and Trade, and independently generated income.

VSA is an independent, secular, and not-for-profit organisation, governed by an elected Council. VSA is a registered charity and an incorporated society. You can find out more information at www.vsa.org.nz

VSA Interest Groups

VSA Interest Groups are generally made up of people who have previously volunteered with VSA, VSA members, or people who are interested in the work of VSA and the international development sector. They provide a connection and engagement at a local level, pre and post volunteering assignments for new volunteers, based on their collective experiences and acumen. They carry great working knowledge and outreach on what volunteering with VSA is all about. They are also involved in community advocacy and fundraising for the work of VSA.

These are informal groups led by two to three Co-Convenors who organise get-togethers, events, and talks, and make decisions about how the groups run. They are also a contact for participants, and anyone interested who wants to meet together. Some groups organise fundraising activities, using the money raised to support VSA's work across the Pacific.

There are currently Interest Groups in Katapere/Canterbury, Top of Te Waipounamu/Top of the South Island, Manawatū and Tāmaki Makaurau/Auckland.

Key Relationships

Internal	<ul style="list-style-type: none">Working closely with other co-convenors to organise meetings and events. Communicating across the interest group to ensure involvement and input from all members.
External	<ul style="list-style-type: none">The Director Stakeholder Engagement will be your main contact within VSA.

Skills / Competencies / Attributes

An ideal applicant will have:

- Previously volunteered with VSA, and be passionate about the work we do.
- A genuine interest in international development issues.
- Maturity to confidentially manage Interest Group meetings/events.
- Courage to speak up and challenge, improve or raise issues that need to be addressed
- Cheerful, positive attitude and be comfortable with email administration (checking at least weekly).
- Good interpersonal skills to be able to empathise and get the best out of a range of people.

Co-convenors will need to be a member or sign up for VSA membership.

