

VSA E-volunteer Assignment Description

Assignment Title	Marketing and Resource Mobilisation Adviser
Country	Solomon Islands
Location	Home-based
Partner Organisation	Malaita Provincial Government
Duration	6 months
Sustainable Development Goals	



41583

1. Partner organisation overview

The Malaita Provincial Government is mandated under the Solomon Islands Provincial Government Act 1997 and is to work with the Solomon Islands National Government to:

- Ensure that socio-economic needs, current and future aspirations, socio-cultural and environmental concerns, social justice, and opportunities of the people of Malaita Province are given the best attention by having the government closer to the people.
- Provide service delivery to the population of the province.
- Enhance the quality of life of the people of Malaita by continuing to improve and sustain service delivery.

The provincial government consists of a Provincial Assembly and the Provincial Executive headed by the Premier.

The head of administration is the Provincial Secretary who is the accountable officer for all divisions within the Provincial Government. Over 200 staff work for the Malaita Provincial Government. One of the divisions of Malaita Provincial Government is Sport. The division is responsible for support all provincial sporting initiatives through schools and community.

2. Assignment overview

The Malaita Provincial Government Sports Division is currently working with sporting organisations and groups in Malaita to prepare for the 2023 Pacific Games. There is currently on website that promotes the Sports Division and work that is done to ensure that healthy living and the importance of sport and exercise are known throughout the province. There is also no online place where sports federations, schools and other entities can get information about preparations for 2023 Pacific Games.

An adviser is being sought to support the organisation to develop a marketing strategy and implementation plan that will ensure that there is maximum participation in sport leading up to the 2023 Pacific Games. The adviser will also support with the development of a website to showcase what opportunities there are for sport in Malaita and to promote healthy living. If possible, the organisation would benefit from an adviser who also has the skills to develop a resource mobilization plan.



3. Goal/outcomes/outputs

Goal

Malaita sports Division has a presence online and can attract resources to support sport in Malaita.

Outcome 1

Sporting activities in Malaita Province and healthy living are promoted online.

- Develop a clear online Marketing Strategy.
- Develop an Implementation plan.
- Train staff in the use of both the Marketing Strategy and Implementation Plan.

Outcome 2

Sports personalities are promoted and provide inspiration for young people.

- Support the Sports Division staff to develop a Sports Campaign and contribute towards the development of a website.
- Train and mentor the Sports Coordinator in web maintenance and content writing.
- Support the creation of website videos and on-line training resources to increase healthy habits amongst youth.

Outcome 3

Sports Coordinator is seeking resources based on a resource mobilisation plan.

- Develop a resource mobilisation plan.
- Through the implementation of the resource mobilisation plan, increase capacity of staff in resource mobilisation.
- Sporting equipment is received and supplied to surrounding and remote communities.

4. Reporting and working relationships and capacity building

This is an e-volunteer position. The e-volunteer will be working closely with the Sports Coordinator of the Malaita Provincial Government and any other staff that may be asked to participate in this assignment. The volunteer will report directly to the Sports Coordinator.

The volunteer will contribute to building capacity of the Malaita Provincial Government sharing knowledge of best practice and supporting in-house training and development in identified areas.

The volunteer and Malaita Provincial Government will have an ongoing relationship with the VSA Programme Manager in terms of assignment monitoring, reporting, professional advice and personal support.

As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description on arrival in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically review and reflect on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.



5. Selection criteria/position requirements

Person specifications (professional)

Essential

- Experience in website development for sports.
- Experience in developing marketing and resource mobilisation plans.
- Skills in training, coaching and mentoring of staff.

Desirable

- Experience in editing to produce own videos on interviews and documenting events for future reference.
- Experience in animation for use on-line.
- Well-connected with funders and donors in the Solomon Islands.

Person specifications (personal)

Essential

- Willingness to share ideas openly.
- Can respond quickly to emails on messaging.
- Know how to work with people from different cultural background.

Desirable

- Patience while working with a group that has unequal access to technology.
- Flexibility.

VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation.
- Cross cultural awareness.
- Adaptability and a willingness to approach change or newness positively.
- Able to form good relationships, both personally and professionally, with work colleagues and in the community.
- Resilience and an ability to manage setbacks.
- Initiative and resourcefulness.
- An ability to facilitate learning through skills exchange.

6. Country Context

For more information on Solomon Islands, see <https://vsa.org.nz/what-we-do/countryregion/solomon-islands/>.



Additional information

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

Final appointment

Final appointment will be subject to satisfactory VSA clearances, and partner organisation acceptance.

Children's Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children, and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

E-Volunteer package

The volunteer's package includes the following:

Reimbursements

Volunteers will receive a monthly honorarium of NZ\$90 for a part-time assignment. This amount is expected to reimburse the volunteer for costs associated with undertaking the assignment.

Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract prior to departure.

