

VSA E-Volunteer Assignment Description

Assignment Title	Strategic Planning Adviser
Country	Solomon Islands
Location	Honiara
Partner Organisation	North Malaita Youth Congress
Duration	6 months
Sustainable Development Goals	  

41575

1. Partner organisation overview

The North Malaita Youth Congress was established in 2012 by young people from North Malaita. The organisation is community-based and was formed largely to address social concerns surrounding young people. The organisation seeks to work alongside young people to promote positive youth development and to ensure that young people are contributing to their communities.

Since its formation, the North Malaita Youth Congress has engaged young people in a variety of activities that support healthy living, physical exercise, and community development. More and more the organisations seeks to work on a regular basis with young people so that changes made are sustained within the lives of the youth themselves and within their communities.

2. Assignment overview

The purpose of this assignment is to support the North Malaita Youth Congress to engage its young people in the development of a strategic plan that will be used to guide the operations of the organisation for the next three years. The plan will lead to positive youth development in the North Malaita region. The volunteer will support the young people to understand the importance of planning and work with them to create an implementation plan.

3. Goal/outcomes/outputs

Goal

North Malaita Youth Congress engages young people in the development and implementation of a three-year strategic plan.

Outcome 1

The organisation is using its strategic plan.

- Create various platforms for staff, volunteers and young people to interact on outcomes they would like to see in their communities and how these will be achieved.
- Develop a plan for youth to contribute meaningfully to their communities.
- Provide capacity building opportunities in strategic planning to key staff and volunteers.



Outcome 2

Staff are writing clear project proposals.

- Provide guidance and training in project proposal writing.
- Identify possible sources for funding and resources for the organisation.
- Support the development of a fundraising and resource mobilisation strategy.

Outcome 3

Ongoing mentoring is provided, giving advice and guidance when required.

- Provide ongoing mentoring to answer questions as they arise.
- Provide advice and guidance on planning and implementation initiatives.

4. Reporting and working relationships and capacity building

The volunteer will be working closely with the president and board of the North Malaita Youth Congress. The volunteer will also work with young people who are part of the Congress and who will participate in the process of developing a strategic plan.

The volunteer will contribute to building capacity of the North Malaita Youth Congress by sharing knowledge of best practice and supporting capacity building of young people.

The volunteer and North Malaita Youth Congress 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 working with organisations to develop strategic plans.
- Experience developing implementation plans to ensure strategies are operationalised.
- Ability to work with young people in a remote rural areas.

Desirable

- Experience conducting strategic and other planning remotely.
- Experience developing fundraising strategy for small rural-based organisation.
- Experience in proposal writing.



Person specifications (personal)

Essential

- Flexible mentoring youths in a rural setting.
- Willing to learn about different cultures.
- Willing to learn Pijin and the local language.

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

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.

