


VSA E-Volunteer Assignment Description

Assignment Title	Web Developer and Marketing Adviser
Country	Solomon Islands
Location	Honiara
Partner Organisation	Serah's Lagoon Hideaway
Duration	6 months
Sustainable Development Goals	

41574

1. Partner organisation overview

Serah's Lagoon Hideaway resort is a privately-owned business that is run as a tourist resort. Since its establishment in 1987 its focus has been to attract local and international tourists to Langa Langa Lagoon where reclaimed land and islands have been established using coral. The resort was built by the family using reclaimed land made of coral. The coral was bought using shell money made by the family. The resort strives to be eco-friendly in a community-based setting that promotes local culture and traditions.

Serah's Lagoon Hideaway offers quality accommodation to guests seeking to spend time away in a remote village that offers a range of activities including snorkelling, nature walks, fishing, and cruises. The resort also offers cultural experiences that include traditional Malaitan shell money making, live performance by a pipe band, and Malaitan bride presentation. The owner's goal is to reach international tourism standards in terms of infrastructure and service.

2. Assignment overview

Serah's Lagoon Hideaway uses manual systems to book guests and for payments. Since it was established all bookkeeping and record keeping has been done using manual systems. The resort currently has no website. With advancements in technology, the managing director would like to use the internet to market Serah's Lagoon Hideaway, have an online booking system, and online payment options.

To improve the resorts online capabilities, a volunteer is being sought to support the managing director to develop a simple website that will be used for online marketing, bookings and payments. The volunteer will support with training and capacity building of the managing director so that she becomes confident in using technology to manage her business.

3. Goal/outcomes/outputs

Goal

Serah's Lagoon Hideaway has an attractive website that enables online bookings and payments.



Outcome 1

Serah's Lagoon Hideaway's website is promoting its services online.

- Identify a suitable free web platform on which to develop a website for Serah's Lagoon Hideaway.
- Develop a website that enables online bookings and payments.
- Produce a simple guide on how to use the platform to do basic bookings for reservation and online payment.

Outcome 2

The Managing Director of Serah's Lagoon Hideaway is updating the website on a regular basis.

- Create promotional materials for use online.
- Find and use free and cheap options for advertising Serah's Lagoon Hideaway.

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 online marketing and other relevant initiatives.

4. Reporting and working relationships and capacity building

The volunteer will be working closely with the managing director of Serah's Lagoon Hideaway. The volunteer will also build the capacity of any other casual staff that may be included in the development of the website and marketing materials.

The volunteer and Serah's Lagoon Hideaway 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

- Qualification or experience in web development using web-based platforms such as Shopify, Wix, Weebly, and Zyro.
- Some knowledge on IT



- Ability to train others in how to update and upload information to a website.
- Ability to build capacity on how to develop attractive material for website.
- Ability to build capacity on how to resolve web errors relating to uploading information, bookings and payments.

Desirable

- Experience marketing a tourist resort.
- Willingness to learn how to speak Pijin.

Person specifications (personal)

Essential

- Ability to work at a slow pace that enables adult learning.
- Understanding of how to work with people from different cultures.
- Experience working with people with limited knowledge on the use of technology.

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.

