

VSA E-Volunteer Assignment Description

Assignment Title	Sport Training Facilitator
Country	Solomon Islands
Location	Honiara
Partner Organisation	National Sports Council
Duration	6 months (part time)
Sustainable Development Goals	

41592

1. Partner organisation overview

The National Sports Council (NSC) of Solomon Islands was started by an act of Parliament in 1988. The purpose of the organisation is to foster and promote the development of sport and recreation in Solomon Islands; provide facilities for sport and physical recreation; conduct research and disseminate knowledge and advice on matters relating to sport and physical recreation; and collaborate with external stakeholders to secure benefits from facilities, training and expertise offered. Currently NSC is working with other local stakeholders to prepare for the 2023 Pacific Games to be held in Solomon Islands - the largest sporting event in Solomon's history.

NSC is funded predominately by the Solomon Island Government, supplemented by sponsors and partner organisation. Currently the organisation has six staff and is working towards recruiting staff into the different roles identified in preparation for the 2023 Pacific Games.

One of the departments within NSC is the Solomon Islands National Institute of Sport (SINIS). SINIS is responsible for high performance. The department works with sporting bodies in the country to ensure that support is given in the different sporting codes that will participate in the 2023 Pacific Games.

2. Assignment overview

Are you passionate about combining your passion for sport and education? Do you enjoy helping others learn new skills, knowledge and ultimately enhance the learning opportunities? This training & development role within a sport context will support a sport education team to deliver a variety of workshops, seminars, short courses, certified and accredited programs across different strands of specialities.

As there is currently no sport training and education programme for the development of a sport workforce in the Solomon Islands the volunteer will mentor and build local capacity through sharing the knowledge, skills and expertise that will assist in the localisation of the position over time. You will be expected to build capacity and competency of locally identified trainers, supported by a variety of facilitators from different industry expertise, to continue the future sustainability of the programme.

You will be part of a broader sport education team that will promote and engage the community or staff to build the profile and brand of the programmes. A database of all participants will be developed for ongoing impact of the outcomes of the programme. Your contribution to the National sport



education programme will ultimately improve the quality of sport experience for many young people of Solomon Islands.

You will bring an understanding of the needs of national sport federations (especially in regards to sports and technical officials) and provide support and mentoring to SISLI local staff to establish structured programs, processes and mechanisms for sport opportunities.

3. Goal/outcomes/outputs

Goal

NSC SINIS staff have increased capability and capacity to plan and deliver training and development programmes to the Solomon Island sport workforce (executive committee, coaches, managers, officials, sport medicine, physiotherapy, etc.).

Outcome 1

Key organisational documentation is developed, accessible and utilised across the organisation.

- Together with SINIS staff, develop procedure handbook/manual for:
 - Enrolment/application processes;
 - Delivering and planning workshops and short courses process;
 - Assessment;
 - Survey, evaluation process; and
 - Database .
- • Assist where required in the identification, organising and development of other materials.

Outcome 2

A training programme focused on enhancing presenter, assessor and facilitation skills for local staff is developed.

- Work closely with NSC SINIS staff to assess training needs.
- Develop a train the trainer programme and plan for implementation and training delivery.
- Engage remotely with both facilitators and local trainers to meet national or programme standards.

Outcome 3

NSC SINIS staff capacity and resilience is enhanced through regular virtual mentoring and support.

- Mentor and provide practical support on an as needed basis.

4. Reporting and working relationships and capacity building

This is an e-volunteer (e-vol) position. The volunteer will primarily communicate and work closely with the Sport Business Manager.

The volunteer will report directly to the Sport Business Manager and will be accountable to the Director, High Performance. On a day-to-day basis, the volunteer will predominately work with the Sport Business



Manager, Sport Business Support Officer (Australian Volunteer International), Sport Training and Education Programme Lead, Sport Training and Education Programme Facilitators. The volunteer will contribute to increasing the capability and capacity of the sport workforce in the Solomon Islands (with a specific focus on the workforce within National Sporting Federations) and ensuring its sustainability post the Pacific Games in 2023.

The volunteer and NSC/SINIS 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 in adult learning.
- Three years of experience in delivery of competency-based learning programs (preference in sport, health or education).
- Experience working within a vocational training environment.
- Experience in developing learning resources, assessment tools.
- Experience working with and developing trainers.
- Excellent communicator (verbal & written), learning facilitator and well organised.
- Relevant qualification in adult learning, education.

Desirable

- Experience in Human Resources – learning and development or facilitation.

Personal specification (personal)

Essential

- Ability to promote a positive attitude towards work.
- A high level of personal integrity, discretion and tack.
- Hands on, solution focused, adaptable & organised.
- Strong interpersonal & intercultural skills.
- Strong team player.
- Willingness to learn and speak pijin.



6. 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.

7. Country Context

For more information about 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.

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.

