

VSA E-Volunteer Assignment Description

Assignment Title	Facilities Operations Support Adviser
Country	Solomon Islands
Location	Home-based
Partner Organisation	National Sports Council
Duration	6 months
Sustainable Development Goals	

41506

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 Facilities Management Unit (FMU). The FMU is tasked with management and administration of all facilities that will be used during the 2023 Pacific Games.

2. Assignment overview

The purpose of this assignment is to support the FMU to establish good practices and systems in facility management and operations. As this will be the first time one organisation has had responsibility over so many different sporting facilities in Solomon Islands, the FMU will require some mentoring of its staff to ensure the facilities are well managed, operated and maintained.

The volunteer will support and mentor local staff to understand and implement high standards in facility management, asset management and operations.

3. Goal/outcomes/outputs

Goal

The NSC FMU has systems and processes established to effectively manage and support facilities that are safe, healthy and welcoming.



Outcome 1

NSC FMU has the necessary documentation and procedures to ensure its facilities are well managed, secure, safe and healthy on a day-to-day basis.

- Work closely with facility management team to:
 - Scope and draft necessary operations manuals, and
 - Develop risk management and maintenance procedures.

Outcome 2

NSC FMU staff responsible for facility management have appropriate facility management software in place.

- Work closely with corporate services and facilities management team to:
 - Identify, test and implement facility management software that is fit for purpose, including equipment management and facility bookings and operations for indoor complex, field complex, beach sport complex and meeting rooms.

Outcome 3

NSC FMU staff capacity and resilience is enhanced through mentoring and support.

- Mentor and provide practical day to day support.

4. Reporting and working relationships and capacity building

This is an e-volunteer position. The volunteer will primarily communicate and work closely with staff across the corporate services and facilities management departments and will report to the Facilities Manager.

The volunteer will work closely with corporate services team members to help establish good practice and systems in facility management and operations. The volunteer will support capacity building across NSC by ensuring the organisation is capable of operating and maintaining a high level of facilities management.

The volunteer and NSC 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

- Strong contract management and administration development capabilities.



- Experience managing facility operations and knowledge of purchasing, supplies, grounds keeping, and equipment maintenance and repair.
- Experience developing and / or implementing facility booking systems.
- Good understanding of the commercial environment and a strong awareness of customer satisfaction.
- Strong communication skills and relationship management systems.
- Experience mentoring others.
- Analytical skills to assess needs and budgets.

Desirable

- Experience working in a sporting environment.
- Negotiating skills.

Person specifications (personal)

Essential

- Ability to promote a positive attitude towards work.
- A high standard of personal integrity, discretion & tack.
- Being hands-on, solution focused, adaptable and organised.
- Strong interpersonal and intercultural skills.
- A strong team player.

Desirable

- 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 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.

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.

