

VSA E-Volunteer Assignment Description

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

41513

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 Corporate Services Department. The department 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 NSC Corporate Services Department to establish good office practices and system in order to set a standard of business processes that comply with organisational and Government requirements.

The volunteer will support and mentor local staff to develop a good understanding of and implement good office management practices. They will support NSC Corporate Services Department staff to be efficient and agile in how it operates and build the capacity of staff to effectively deliver the 2023 Pacific Games.

3. Goal/outcomes/outputs

Goal

NSC Corporate Services Department has effective administration management systems and processes in place to support its work.



Outcome 1

Office systems and processes are in place to ensure the efficient and effective operation of the NSC matters.

- Conduct a needs assessment with local counterpart to determine NSC's business requirements for logical and effective operations.
- Upgrade and/or create new systems and processes, including any manuals or templates to meet NSC requirements.

Outcome 2

Corporate Services is well scoped and training needs in new systems and processes are identified.

- Review the roles in the corporate services team to align with the key functions (as per master list in Outcome 1).
- Assess training needs and develop training workplan.
- Provide ongoing remote mentoring to the Corporate Services Manager and other staff as required.

Outcome 3

NSC Corporate Services 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 position. The volunteer will work closely with corporate services team including HR/Payroll Officer, IT Officer, Finance and Admin Officer, Communications and Marketing Officer and the NSC Financial Controller. They will report directly to the Corporate Services Manager.

The volunteer will contribute to building capacity of the NSC sharing knowledge of best practice and supporting in-house training and development for corporate services staff and providing on the job mentoring.

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

- Extensive office administration and management experience.
- Experience developing and improving organisational policies and procedures.
- Experience and / or the ability to mentor staff in setting up and maintaining efficient office practices.
- Experience Developing training material and delivering training sessions.
- A qualification in Business, Human Resources, Organisation Development or similar.

Desirable

- Qualification in Adult Education.

Person specifications (personal)

Essential

- Ability to work in a cross-cultural environment.
- Ability to work with colleagues for whom English is a second language.
- Ability to work autonomously / minimal supervision.
- Strong relationship management skills.
- Willingness to learn and speak Māori.

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 information about Solomon Islands country context, 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\$90.00. 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.

