

VSA Assignment Description

Assignment Title	Programme Development Advisor
Country	Vanuatu
Location of Partner Organisation	Port Vila
Partner Organisation	Youth Challenge
Duration	12 months

Sustainable Development Goals



41564

1. Partner organisation overview

Youth Challenge Vanuatu is a local NGO working in youth leadership and livelihoods since 2001. It started as a program for Australia and Canadian youth to gain leadership and community development experience, alongside national youth.

In 2003, the programme prioritized the involvement of an increased cohort of Ni-Vanuatu youth participants. This gave these young Ni-Vanuatu women and men opportunities to increase their leadership skills and livelihoods opportunities through engaging in community development programmes, training and internship, business mentoring and access to career support. It has also provided YCV greater insight into the challenges that young women and men in Vanuatu experience in seeking employment, becoming leaders, and creating their own businesses.

Today, Youth Challenge is a registered charitable non-government, non-religious organization, delivering programmes which seek to up-skill and empower youth in leadership, employment, education, and small business development.

2. Assignment overview

YCV's expertise in supporting youth to transform their circumstances since 2001 and responds directly to a 2015 external evaluation of YCV's programmes, which found that YCV's programme design and delivery model was relevant and appropriate but constrained by limited programme numbers. Programmes were beneficial particularly to young people with an incomplete education, those who have no work experience, and those struggling to become economically active. Recommendations included:

- Deepening engagement with national stakeholders to build national recognition of YCV as a leader in the provision of youth education, training, and support and to facilitate strategic partnerships with government
- Review marketing, recruitment, and selection criteria to ensure programmes are accessible to vulnerable youth, including those with disabilities, and increase organisational understanding of barriers and enablers.
- Invest in targeted follow-up support to participants who fail in gaining employment or starting businesses immediately following programme participation.



- Strategically review programmes intent, design, and delivery to innovatively respond to young people's needs.
- Diversify the organisations funding base.
- Incorporate sector/industry expertise into enterprise programmed content, to deliver high quality, market relevant enterprise training, and consider strategies to support female entrepreneurs and potential entrepreneurs.

3. Goal/outcomes/outputs

Goal

Young women and men, including marginalised youth, are leading economic and social development in Vanuatu.

Outcome 1

Young women and men are engaged as active citizens around issues that are important to them.

- The volunteer will assess/evaluate the current programmes with regards to the 2015 external evaluation of YCV's programmes.
- The volunteer will assist in implementing the recommendations of the 2015 external evaluation and identify further recommendations.
- The volunteer delivers improved and expanded employability, enterprise and leadership services training to young women and men.

Outcome 2

YCV is recognised by government and private sector as a leading youth advocate and service provider.

- The volunteer evaluates and develops support/training/systems to strengthen the academic, organisational and programme management.
- A strategy for advocacy is developed for YCV and opportunities for promotion is developed.

Outcome 3

YCV is more financially sustainable.

- The volunteer identifies and develops income generating products and funding opportunities with the Executive Director.

4. Reporting and working relationships and capacity building

The volunteer will work directly with the Executive Director, staff, and youth to build capacity through advice, mentoring, coaching, workshops, and report writing. It is expected that an Operations manual might be an additional outcome after evaluating the needs.

The volunteer will report directly to the Executive Director and will be accountable to the Youth Challenge Vanuatu. He will be accountable to the Executive Director of YCV and the VSA Program Manager. On a day-to-day basis, the volunteer will predominately work with the Program Managers and Executive Director.

The volunteer and Youth Challenge Vanuatu will have an ongoing relationship with the VSA Program 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

- Non-profit management diploma or degree or experience
- Program Management in NPO sector
- Youth Development skills and experience
- Report Writing
- Policies and procedures development informed by legislation
- Monitoring and Evaluation
- Facilitation skills

Desirable

- Reading, interpreting, and evaluating complex and formal documents, such as policy and legislation
- Interpersonal skill to relate to people from diverse backgrounds
- Organisational and planning skills to implement and review organisational policies and procedures
- Systems and procedures to aid achievement of sustainability in the workplace
- Organisational Risk Assessment

Personal specification (personal)

Essential

- Have patience
- Creative thinker
- Have initiative
- Driven by passion
- Work in Team

Desirable

- Influence and negotiation
- Problem-solving
- Flexibility
- Ability to work in harmony with co-Workers
- Analytical



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 Vanuatu, see <https://vsa.org.nz/about-vsa/countryregion/vanuatu/>

Additional Information

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However volunteers with accompanying dependents will not be considered for this assignment.

Fundraising

Volunteers are encouraged to fundraise at least \$1000 with the support of VSA's fundraising team. Accompanying partners are encouraged to raise the same amount. All funds raised will help VSA keep its programmes in action and support future volunteers.

Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be inoculated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

Children's Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). 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 and grants

1. Volunteers will receive an establishment grant of NZ\$750 to help them set up in their country of assignment. For volunteers with an accompanying partner (whether or not that partner is also a VSA volunteer), VSA will pay an establishment grant of NZ\$1100 per couple.
2. For two-year assignments, the volunteer will receive a rest and respite grant of NZ\$1000 on completion of the first year.
3. A resettlement grant of NZ\$200 will be paid for each month the volunteer is on assignment. This is payable on completion of the assignment.
4. The volunteer will receive a monthly living allowance of VUV107,580.

Accommodation

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances volunteers may be asked to share accommodation.

Airfares and baggage allowance

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

Insurance

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

Utilities

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.

