

# VSA E-Volunteer Assignment Description

<b>Assignment Title</b>	School Fundraising Adviser
<b>Country</b>	Vanuatu
<b>Location of Partner Organisation</b>	Luganville Santo
<b>Partner Organisation</b>	Luganville International School
<b>Duration</b>	12 Months 'Part time'
<b>Sustainable Development Goals</b>	



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## 1. Partner organisation overview

Luganville International School Inc. is a charitable organization founded on 31st May 2016 and located in Luganville, Santo, Vanuatu. The school was founded by a group of parents who wanted their children to attend a school with a quality education, offering the Australian Curriculum on the island of Espiritu Santo. The number of students enrolled has grown steadily from 8 students in 2016 to over 70 in 2021.

The purpose of Luganville International School (LIS) is to provide a quality education to the community of Luganville. The school aims to produce confident, self-motivated and open-minded students who can operate well both in local and international environments with a strong proficiency in English. LIS aims to produce students that are active members of their communities and the three main values that guide this are 'Learning, Integrity and Service'.

LIS aims to become an integral part of the educational scene in Luganville and, more generally, in the northern region of Vanuatu. In future years, LIS hopes to extend the teaching through to high school and to provide pathways to tertiary studies.

## 2. Assignment overview

Income generated for LIS is solely from school fees and the school fees do not cover the cost of business. The school has always and is currently only able to operate due to the generosity of the School Chairperson who is providing both school campuses rent-free in return for six students of his staff to attend the school on a 100% scholarship. The Chairperson also provides staff for cleaning and maintaining the grounds and funds for wages, equipment, and school supplies.

This year, a local business has provided 50% of the funding for four students, in the form of a scholarship grant.

LIS needs additional funds to attract and retain students and suitably qualified teachers to the school in order to grow and provide a quality education for the community. In the short term, LIS needs funds to purchase or donations of quality, evidence proven reading programs, STEM resources, developmental play equipment, computers for student use and classroom and library furniture. In the long term, LIS will



eventually outgrow the two campuses and will need to purchase or build additional school buildings on new school grounds.

The volunteer will help LIS become more financially sustainable. The funds or donations raised will enable LIS to fulfil the purpose of providing quality education to the Luganville Community and the long-term goal of growing student numbers, developing a high school and pathways to tertiary studies, to serve the gap in quality education opportunities in the Luganville community.

### 3. Goal/outcomes/outputs

#### Goal

Work with local staff develop a Marketing and Fundraising Plan

#### Outcome 1

- Develop and implement a Marketing and Fundraising Plan that incorporates short term and long-term goals and an associated Action Plan
- Identify possible funding grants for teacher training/education, students, equipment, learning materials and buildings
- Develop collateral that can be used to support funding applications
- Develop templates to be used for requests of donations/funding etc
- Apply for funding grants
- Develop a database of potential funders with deadlines and requirements
- Develop a fundraising plan with the school's PTA for local fundraising activities

#### Outcome 2

Work with local staff develop Sponsorships and Partnerships Programmes

- Review the current LIS (Local) student sponsorship program
- Develop a Student Sponsorship Program
- Identify Regional businesses and/or individuals to sponsor students to attend LIS
- Develop a Partnership Programme that will Identify possible partnerships that could benefit LIS locally e.g. with an IT store or internationally e.g. with a Community Library
- Identify possible 'sister school' partnerships for donations of sports equipment, furniture, learning materials etc.

### 4. Reporting and working relationships and capacity building

Capacity building will be achieved on an individual level by working alongside the local teaching staff to identify funding opportunities, teaching them how to successfully apply for funding, grants and donations, and developing strategies for approaching potential partners and sponsors. Capacity building will be achieved at organisational level by creating a financially sustainable school with the ability to develop further growth and enrol more students each year.

This is an e-volunteer (e-vol) position. The volunteer will primarily communicate and work closely with The Acting Principal and two Senior Teachers

The volunteer will report directly to the Acting Principal and will be accountable to the Acting Principal. On a day-to-day basis, the volunteer will predominately work with the Acting Principal and the two Senior Teachers.



The volunteer and Luganville International School 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 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

- Experience writing Marketing and Fundraising Plans
- Experience in partnership development
- Experience in sponsorship programmes from development to implementation
- Experience in writing successful funding/grant applications
- Excellent networking and communication skills

#### Desirable

- Degree/Diploma in Marketing or Communications
- Excellent verbal and written communication
- Critical and creative thinking
- Ability to connect with a wide range of stakeholders
- Mentoring and training skills
- Experience with website development or content
- Collateral design and development

### Personal specification (personal)

#### Essential

- Confident
- Honest / High integrity
- Reliable

#### Desirable

- Outgoing / enthusiastic personality
- Experience in education

## 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.

#### 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.**

