

VSA Assignment Description

Assignment Title	Organisational Development Trainer
Country	The Cook Islands
Location of Partner Organisation	Rarotonga
Partner Organisation	The Cook Islands Civil Society Organisations
Duration	6 months
Sustainable Development Goals	

41779

1. Partner organisation overview

The Cook Islands Civil Society Organisations (CICSO) has been in operation since 2012 and is a member of the Pacific Islands Association of Non-Government Organisations.

CICSO acts as the coordination arm for 80 civil society organisations (CSOs), NGO's and community groups in the Cook Islands.

CICSO offers leadership, training, and support for all CSOs and is a network for obtaining and disseminating information and resources.

It is also a conduit between government, donors, small community organisations and CSOs.

2. Assignment overview

Two VSA volunteers have been supporting CICSO member organisations in areas of organisational development and financial systems, building capacity and enabling member civil societies to operate in ways which support the communities they are working in.

The two current VSA volunteers will complete their assignments in June 2023, and in October 2023 funds will be available to employ a local office administrator.

This new assignment will focus on the continuation of capacity building before the new office administrator begins employment, and then move to the training of the new office administrator, ensuring the continuity of CICSO's work over this period.

For the first month, the volunteer will work alongside the current volunteers, learning the systems & processes and making key connections with member organisations.

Working with the CICSO Exec, they will continue CICSO's work until the new administrator is employed. The volunteer will then mentor and support the new administrator, building capacity until they are ready to work independently.

The volunteer will support effective and efficient management and administrative processes, ensuring CICSO can carry out its strategic purpose of supporting Civil Societies in the Cook Islands and supporting member Civil Societies to do the same.

3. Goal/outcomes/outputs

Goal

The newly appointed Office Administrator is confident and competent in carrying out the strategic purpose of CICSO.



Outcome 1

CICSO continues to grow in strength and in the number of its members.

Work alongside current VSA volunteers and CICSO Executive to assist with the development of the organisation and its growth, including but not limited to:

- Supporting members to establish and maintain robust organisational operating systems and processes
- Supporting members to establish and maintain robust financial systems and processes

Outcome 2

The new CICSO Office Administrator is confident and competent in the professional tasks they carry out, and CICSO runs efficiently and smoothly, with a high standard of practice.

- Assess the current level of skills and knowledge of the new office administrator
- Identify gaps
- Deliver one-to-one tutoring and training in areas identified
- Provide advice, support, mentoring, and development opportunities to the new office administrator

Outcome 3

Ongoing mentoring is provided to members, giving advice and guidance when required.

- Provide ongoing mentoring to member organisations, answering questions as they arise.
- Provide advice and guidance on organisational development initiatives, systems and processes

4. Reporting and working relationships and capacity building

The volunteer will report directly to the Executive Board and will be accountable to President. On a day-to-day basis, the volunteer will predominately work with the Office Administrator.

Capacity building will take place via mentoring of the newly appointed employee, and by providing advice and guidance on organisational development initiatives, financial systems and administrative processes to member organisations.

The volunteer and the Cook Islands Civil Society Organisations 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

- Organisational experience developing and implementing strategic and financial plans, and standard operating procedures (SOP's)
- Strong communication, administrative, and organisational skills
- Competence in running workshops
- Experience with accounting software
- Advanced computer skills on MS office
- Experience in mentoring and training staff
- High attention to detail and accuracy



Desirable

- Relevant tertiary qualification or experience in organisational development
- Experience working in rural communities or organisations with limited resources

Person specifications (personal)

Essential

- Ability to share knowledge and empower others
- Ability to work at the local pace (and with the availability of the organisations members)
- Adaptability
- Awareness of different ways of learning
- Strong interpersonal skills
- Enthusiasm, imagination and initiative
- Empathy
- Resilience
- Adaptable and open to working in another culture
- A sense of humour
- An open mind

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 the Cook Islands, see <https://vsa.org.nz/about-vsa/countryregion/cook-islands>

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\$375 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\$550 per couple.
2. 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.
3. The volunteer will receive a monthly living allowance of NZD \$1,300

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.

