

# VSA Assignment Description

<b>Assignment Title</b>	Governance Adviser
<b>Country</b>	Solomon Islands
<b>Location of Partner Organisation</b>	Honiara
<b>Partner Organisation</b>	National Sports Council
<b>Duration</b>	12 months
<b>Sustainable Development Goals</b>	

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## 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.

The Solomon Islands Government, launched its National Sport and Recreation Policy in 2022. The National Sports Council (NSC) will be partly responsible for ensuring that the aspirations of the policy are implemented. The main priority area for the NSC Board is governance for itself, in order to set the standard for other sports organisations, as well as to improve governance of the Solomon Islands National Olympic Committee, Paralympic Committees as well as about 25 national federations (NFs). While the current focus is on Honiara, in time, sound governance structures and practices will need to be rolled out to the provinces as provincial sports councils and associations are established.

## 2. Assignment overview

Expertise in governance are found mainly in the business sector. While the principles are the same, a "sports flavour" will help to improve standards based on the nuances of sports. The challenge for NSC is ensuring that the NSC board is set up in a way that the skills and expertise required to function effectively, and then being able to have staff and board members who can support NFs and other sports bodies to also function effectively.

A VSA volunteer is being sought to work alongside local staff and national sports federations to contribute to ensuring NSC's governance policy aspirations are understood and implemented and support NSC to improve governance and compliance across the board. With this appointment, spreading the knowledge and expertise to the provinces will also contribute to working to achieve the desired outcomes of the National Sports and Recreation Policy.



### 3. Goal/outcomes/outputs

#### Goal

National Sports Council and national sports federations have sound understanding of governance to ensure that sport is run in a transparent and accountable way.

#### Outcome 1

NSC governance and compliance are improving.

Working alongside the Governance Manager and Finance Manager to:

- Identify policies which are required to entrench good governance.
- Ensure the NSC complies with all relevant legislation.
- Develop a policy framework which ensures the NSC is a national leader in good governance.
- Ensure that the NSC's reputation is one of integrity, transparency and accountability.

#### Outcome 2

Olympic and Paralympic Committees and NFs' governance is improving.

Working alongside the Governance Manager to:

- Propose a strategic approach to improve governance incrementally e.g. through a governance charter (refer to UK Sport and Sport England).
- Implement the strategic approach.
- Implement change management with sports organisations to develop a culture of good governance.
- Prepare an implementation plan to ensure good governance within provincial sports councils and provincial sports associations (to be established) so the good governance culture is set from the beginning.

#### Outcome 3

Good governance is entrenched through awareness and supported through education and training.

Working alongside the Governance Manager and Director: Sport and Recreation Development to:

- Assess the applicability of governance training offered by the Oceania Sports Education Program (OSEP).
- Improve, if required, any governance training offered by OSEP.
- Support the development of training materials and assessments.
- Support the training of trainers for good governance.
- Support the accreditation of such training with the Solomon Islands Qualifications Framework.

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

The volunteer will report directly to the Governance Manager and will be accountable to the Chief Executive Officer. On a day-to-day basis, the volunteer will predominately work with the board, staff, national sports federations and sports bodies.



The volunteer will in the first instance seek to understand current governance systems, processes and practices in the sport sector and identify existing strengths and areas needing improvement. The volunteer will build capacity through a variety of methods that will result in the sports sector having strong governance in place.

The volunteer and National Sports Council 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

- A tertiary qualification in social science, law, accounting, corporate governance or relevant associated field
- At least five years' experience in policy development, corporate governance and/or change management
- Demonstrated knowledge and experience of forming relationships, partnerships and working with community groups, non-government organisations and government organisations
- Experience in stakeholder engagement

#### Desirable

- Experience working with communities or organisations with limited resources
- Experience mentoring people with English as a second or third language
- Experience working within the sports governance context
- Knowledge of and ability to apply monitoring and evaluation principles as they apply to various processes and projects

### Personal specification (personal)

#### Essential

- Willingness to learn and speak pijin
- Ability to influence people through creating safe spaces and using persuasion and negotiation as required
- Ability to work with people from different backgrounds and culture
- Commitment to empowering local talent
- Self-motivation, enthusiasm and results-focused
- Pragmatic and solution-oriented
- Committed to high standards and continuous improvement
- Flexible and comfortable with ambiguity
- Ability to move between big picture and detail.



## 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

Honiara is the business centre of Solomon Islands and as such is a melting pot for people from all the island groups that make up the diverse nation. A hot and dusty place, Honiara offers most facilities albeit in a rudimentary form. You are strongly encouraged to build relationships in the local community and socialise with Solomon Islanders at every opportunity, as this will enrich your experience of living in Solomons. However, entertainment options are few and far between so there is also a very active expatriate social scene. There are various clubs and social groups in Honiara, which you will get to know with time.

VSA will provide basic, furnished accommodation with gas facilities for cooking. In Honiara, you will have access to power (although power outages can occur), phone, internet, piped water, restaurants, a variety of shops and a large expatriate population. Public transport is very cheap within Honiara. The local bus service is provided by a plethora of vans, and some larger buses. A single fare of SBD3 applies, regardless of the length of the trip. Taxis charge a moderate fare (currently SBD10 per kilometre) but it is wise to establish a fare before commencing a journey.

Most volunteers feel safe in Solomon Islands, but it is important to know the risks and take personal responsibility for your safety. As in many countries, foreigners tend to be the target of petty crime, so always be alert and take precautions. In general, there are no problems moving around the majority of Honiara during the day, but it is not safe to walk or catch public transport alone in Honiara after dark.

For more information, see <https://vsa.org.nz/what-we-do/countryregion/solomon-islands/>.

## Additional information

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### 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\$250 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\$1,100 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 SBD7,000.

### *Accommodation*

Basic, comfortable furnished accommodation will be sourced by VSA. For security purposes volunteers in Honiara should expect 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 prior to departure.**

