

VSA Assignment Description

Assignment Title	Youth Development Assistant
Country	Tonga
Location of Partner Organisation	Nuku'alofa
Partner Organisation	Ministry of Internal Affairs – Youth Development Division
Duration	10 months
Sustainable Development Goals	

41878

1. Partner organisation overview

The Ministry of Internal Affairs – Youth Development Division

The aim of the Youth Development Division is to support youth development by enhancing opportunities in training and employment.

The Division encourages and supports a comprehensive approach to youth development, by working together with a range of organisations and services which address the socio-economic, spiritual and socio-psychological concerns affecting youth in Tonga.

The Youth Division works in a collaborative manner with all youth stakeholders in Tonga, by engaging with youth, and by supporting research and best practice approaches to achieve its goals.

The work undertaken by the Division supports the Tonga Strategic Development Framework II 2015 – 2025, and the Tonga National Youth Policy (TNYP) and its **Strategic Plan of Actions 2021-2025**.

The TNYP aims to guide the government and other youth stakeholders to support youth and their development against its five priority key outcomes namely: 1. The health and wellbeing of the youth's body, mind and soul; 2. Alcohol and other drugs (AOD): addiction and effects on youth; 3. Youth employment; 4. Social protection and accountability for youth; and 5. Enabling the environment at national level to mainstream youth issues among key stakeholders.

Youth Stakeholder Forum:

The National Youth Stakeholder forum is a collaborative approach to the activities undertaken by a range of organisations in the youth development field in Tonga. The forum includes government and non-government organisations, youth specific organisations, and organisations focusing on broader community development goals. The National Youth Stakeholder forum currently meets on an ad hoc basis, for the purposes of specific projects.

The National Youth Stakeholder forum is recognised as an important tool to ensure that communication and collaboration occurs between all stakeholders in the youth development arena. The forum provides an opportunity for all stakeholders to contribute their unique skills and knowledge to community development approaches, therefore increasing the likely successful outcome of youth projects.

2. Assignment overview

The focus of this assignment is to work with the Youth Development Division to support its administrative, media and communications outputs.

The volunteer will work alongside Division staff to create systems and processes which will enhance opportunities for young people in Tonga, including the mapping of youth work in Tonga.



3. Goal/outcomes/outputs

Goal

The Ministry of Internal Affairs Youth Development Division is supported to achieve its goal of supporting youth work development in Tonga.

Outcome 1

The Youth Development Division has databases to support its mapping of youth-work in Tonga.

Working alongside the current staff members:

- Create a database of youth grants, reports required for funder reporting, and basic analyses
- Create a database of youth work in Tonga, working with those stakeholders who already hold databases i.e. churches, NGO's, youth workers
- Map youth work services in Tonga by way of geography and distinguishing between formal vs informal
- Gather information in preparation for the Youth Division having and servicing its own website
- Train Youth Development Division staff in simple reporting methods, and the analysis of data

Outcome 2

The Youth Development Division is communicating its work and the successes of young people in Tonga to the wider community.

Work alongside Youth Development Division staff to develop:

- Guidelines which support the use of data to be used in marketable and informative ways
- Media statements and briefs as required
- Flyers, brochures, and posters to support communications with the public and at events, especially during outreach programmes

Outcome 3

Youth Division staff are confident in their ability to write project proposals which concisely describe the project, its objectives and how the project will be undertaken

- Review current project proposal methods
- Discuss future projects
- Identify sources of funding for projects
- Create timelines for project proposal applications
- Conduct a skills assessment to assess staff capability in project proposal writing
- Provide training and mentoring to staff and youth outside the ministry, to increase their capacity in writing and submitting professional project proposals

4. Reporting and working relationships and capacity building

The volunteer will report directly, and be accountable, to the Ministry of Internal Affairs Deputy CEO who is Head of the Youth Development Division.

On a day-to-day basis, the volunteer will predominately work with the Head of the Youth Development Division, and other members of the Division, building their capacity to deliver their goals and purpose.

Specifically, capacity will be built within:

- The CEO and Deputy CEO of the Youth Development Division
- The Principal Youth Officer
- Youth workers and youth work organizations
- Young people

The volunteer and the Youth Development Division 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

- Bachelor Degree in Marketing, Management, Public Relations or related field desirable
- Excellent interpersonal skills
- Some knowledge and/or experience in communications and media, including social media platforms
- Knowledge and experience in the creation of media content
- Some experience in data collection and analysis would be desirable
- Good time management and organisational skills
- An interest in youth and cultural events

Personal specification (personal)

Essential

- Energy, enthusiasm and adaptability

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 Tonga, see www.vsa.org.nz/about-vsa/countryregion/tonga

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

Partners or dependent children cannot accompany UniVols.



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
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 TOP\$1,500

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.

