

VSA Assignment Description

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

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
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 Kingdom of Tonga's youth is defined as individuals, both male and female, aged 15-34. They make up one third of the country's total population amounting to almost 32,000 people and are undisputedly regarded as the Kingdom's greatest asset representing the future of Tonga.

The key areas affecting youth development and which are reflected in the National Policy puts emphasis on the importance of youth's health and wellbeing in their development and growth; recognizing the impacts of alcohol and other drugs on youth; acknowledging the challenges faced by youth in employment, the barriers to social protection for youth; and the weak enabling environment that allows collaboration amongst youth stakeholders and other relevant key players in effectively addressing the current issues and challenges faced by youth.

The focus of this assignment is to work with the Youth Development Division to support its administrative, monitoring and evaluation, 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 work of the Ministry of Internal Affairs Youth Development Division is strengthened to enable it to achieve its goal of supporting youth work development in Tonga.

Outcome 1

Fit for purpose databases support the mapping of youth-work in Tonga.

Work alongside the current Youth Division staff members to review the following and create where databases do not currently exist:

- A database of youth work in Tonga - working with those stakeholders who already hold databases i.e. churches, NGO's, youth workers
- A map of youth work services in Tonga
- A database of youth grants and reports required for funder reporting
- Information to support the Youth Division website

Outcome 2

The work of the Youth Division is supported by robust Project Design, and Monitoring and Evaluation processes.

Work alongside Youth Development staff members to:

- Review current processes and assess staff capability in project design and proposal writing
- Discuss future projects and help to identify sources of funding for projects
- Provide training and mentoring to staff and youth outside the ministry, to increase their capacity in gathering data, reporting on the work they are doing, and writing and submitting professional project proposals
- Assess current monitoring and evaluation processes
- Develop a process for monitoring and evaluating youth work activities against the Tonga Youth Work policy
- Train Youth Development Division staff in simple reporting methods, and the analysis of data
- Train youth workers to report on the work they are doing, and support them with funding applications

Outcome 3

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:

- Review the guidelines which support the use of data to be used in marketable and informative ways
 - Develop media statements and briefs as required
 - To develop flyers, brochures, and posters to support communications with the public and at events, especially during outreach programmes
- Support the telling of youth stories through photography and videography

4. Reporting, 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 reviews and reflects on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

5. Selection Criteria/Position Requirements

Professional Specifications

Essential

- 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
- Experience in data collection and analysis
- Good time management and organisational skills
- An interest in youth and cultural events

Desirable

- Bachelor Degree in Marketing, Management, Public Relations or related field is desirable

Personal Specifications

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 <https://vsa.org.nz/about-vsa/countryregion/tonga>

8. Living and Working Situation

The volunteer will be based at the Ministry of Internal Affairs Youth Division. The office is centrally located and has easy access to shops and eateries. The volunteer will be provided with a workspace to carry out the assignment.

9. 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

Partners or dependent children cannot accompany UniVols.

Fundraising

VSA funding stakeholders are both the Ministry of Foreign Affairs and Trade (MFAT) and donors. We ask volunteers to fundraise to help cover the cost of sending volunteers throughout the Pacific and beyond. Fundraising can be as simple as doing something you enjoy with a group or friends, and our Fundraising team is available to help you every step of the way.

Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be vaccinated, 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 package will be finalised at the time of appointment.

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