

VSA Assignment Description

Assignment Title	Facility Operations Support Adviser
Country	Solomon Islands
Location	Honiara
Partner Organisation	Solomon Islands Sport & Leadership Institute
Duration	12 months
Sustainable Development Goals	

41389

1. Partner organisation overview

The Solomon Islands Sport and Leadership Institute (SISLI) / National Sports Institute is an initiative of the Solomon Islands Government, to support athletes, coaches and sports of Solomon Islands who compete at international competitions, including sports that represent Team Solomons at the major multi-sport events. SISLI will be recognised as the Sport Education training hub for nationally certified sport education programmes and accreditations.

SISLI's purpose is to grow people through sport; develop people holistically to be successful in sport and life; and support the preparations for the Solomon Islands 2023 Pacific Games – the largest sporting event in Solomon's history.

The organisation is funded predominately by the Solomon Island Government, supplemented by sponsors and partner organisations and will employ 45 staff in 2020 and 70 by 2021.

2. Assignment overview

The purpose of this assignment is to support SISLI establish good practices and systems in facility management and operations. As this will be the first facility of its kind in Solomon Islands, SISLI will require some mentoring of its staff to ensure the facilities are well managed, operated and maintained.

The volunteer will support and mentor local staff to understand and implement high standards in facility management, asset management and operations.

3. Goal/outcomes/outputs

Goal

SISLI has systems and processes established to effectively manage and support a facility that is safe, healthy, welcoming and has a sustainable revenue and expenditure model.

Outcome 1

SISLI facilities are well managed, secure, safe and healthy on a day-to-day basis.

Together with the facility management team:



- develop & implement management systems and processes across the facility that will support service delivery, encourage use, generate sustainable revenue, including:
 - assisting with aspects of maintenance and cleaning schedules
 - supporting events logistics
 - assessing management of equipment
 - managing facility bookings and operations for indoor complex, field complex, beach sport complex and meeting rooms.

Outcome 2

SISLI staff responsible for facility management will build the knowledge and experience essential for developing and supporting the facility.

Work closely with the corporate services and facilities management teams to:

- provide guidance and develop a knowledge base on types of management systems and processes required to ensure the facility has the physical and business infrastructure to support the facility and service delivery
- ensure compliance with HCC bylaws and SIG legislation.

Outcome 3

SISLI staff capacity and resilience is enhanced through mentoring & support.

- Mentor and provide practical day to day support.

4. Reporting and working relationships and capacity building

The volunteer will be working closely with the staff across the corporate services team and will report to the Corporate Services Manager.

The volunteer and SISLI will have an ongoing relationship with the VSA programme manager in terms of assignment monitoring, reporting, professional advice and personal support.

The volunteer will work closely with corporate services team members to help establish good practice and systems in facility management and operations. The volunteer will support capacity building across SISLI by ensuring the organisation is capable of operating and maintaining a high level of facility management.

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

Education and Experience

- Strong contract management and administration development capabilities



- Experience managing facility operations and knowledge of purchasing, supplies, grounds keeping, and equipment maintenance and repair
- Experience developing and / or implementing facility booking systems
- Good understanding of the commercial environment and a strong awareness of customer satisfaction
- Experience working in a sporting environment

Knowledge, Skills and Abilities

- Strong communication skills and relationship management systems
- Experience mentoring others
- Analytical skills to assess needs and budgets
- Negotiating skills
- Ability to promote a positive attitude towards work
- A high standard of personal integrity, discretion & tack
- Being hands-on, solution focused, adaptable and organised
- Strong interpersonal and intercultural skills
- A strong team player
- Willingness to learn and speak pijin

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. Living Situation

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 fairly 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 Solomon Islands. 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 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

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\$750 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. For two-year assignments, the volunteer will receive a rest and respite grant of NZ\$1000 on completion of the first year.



3. 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.
4. The volunteer will receive a monthly living allowance of SBD 6,285.

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.

