

VSA E-Volunteer Assignment Description

Assignment Title	Business Development Mentor
Country	Timor-Leste
Location of Partner Organisation	Dili
Partner Organisation	CARE International
Duration	6 months, part-time (with potential to extend)
Sustainable Development Goals	



41511

1. Partner organisation overview

CARE International is a worldwide humanitarian aid and development organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. CARE knows that supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities. CARE International has worked in Timor-Leste since 1994.

2. Assignment overview

CARE is embarking on a journey for the long-standing Lafaek magazine to become a semi-subsidised social enterprise with less reliance over time on bilateral donor funding. To support this process, Lafaek is looking at new ways to generate income, and lower costs. To achieve this, there is need to review the business plan, support the team to develop and implement an action plan, identify new opportunities, create new products and enhance marketing and promotional opportunities.

Lafaek Learning Media is CARE International in Timor-Leste's flagship project, bringing smiles and learning to Timorese households and schools since 2001. Lafaek education magazines reach households, teachers and students across Timor-Leste and the Facebook page is one of the most popular in the country.

CARE is looking for a VSA volunteer with business development/ social enterprise expertise who will be able to guide the team to develop processes, conduct mapping and strategies to approach potential sponsors and partners.

3. Goal/outcomes/outputs

Goal

Business development strategies and market analysis studies support CARE to become a partially-subsidised, sustainable social enterprise by increasing revenue and reducing operational costs.



Outcome 1

Lafaek Social Enterprise has a functional business plan and action plan for expansion of income generating and cost efficiency strategies.

- Assess the current business plan and processes, including learning the needs of the Lafaek team
- Assist in the delivery of the business plan
- Support the team to develop business development, communication tools and processes
- Identify and pursue new revenue opportunities
- Support the team to introduce/ modify processes and systems
- Monitor the effectiveness of the business plan

Outcome 2

New business development/ income generating opportunities are identified for Lafaek

- Identify and submit proposal/ grant opportunities
- Analyse the result of proposals and ensure learnings are incorporated into future opportunities.

Outcome 3

Support the Lafaek team through mentoring and coaching to develop processes and up-skill with revised communications, marketing and business development acumen

- Identify training needs
- Provide on-going coaching and mentoring to staff

4. Reporting and working relationships and capacity building

This is an e-volunteer (e-vol) position. The volunteer will primarily communicate and work closely with Social Enterprise Director, Marketing and Communications Manager, Senior Communications Officer, and Communications Officer. CARE utilises What's app, google hangouts, email and skype for online communications.

Capacity building is a core component of this assignment. A focus is on supporting the team to develop processes and systems to create a sustainable system. Secondly a focus is on working closely with staff to build their confidence and skills in marketing, communications and business development

The volunteer will report directly to and be accountable to the Social Enterprise Director

The volunteer and CARE International 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 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

- Experience in business development/ income generating/ fundraising
- Experience with market analysis and research
- Financial analysis and budgeting skills
- Experience in providing on-the-job training and mentoring staff
- Experience in establishing systems and processes

Desirable

- Marketing skills
- Experience with social enterprises/ small businesses
- Experience with proposal writing

Personal specification (personal)

Essential

- Strong communication skills
- Interested to learn about Timorese culture

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 visit the [Timor-Leste](#) page on the VSA website

This assignment will ideally be complimented by a simultaneous VSA e-assignment focussing on Communications and Marketing, supporting the move for Lafaek to become a sustainable social enterprise.



Additional information

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

Final appointment

Final appointment will be subject to satisfactory VSA clearances, and partner organisation acceptance.

Children's Act

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.

E-Volunteer package

The volunteer's package includes the following:

Reimbursements

Volunteers will receive a monthly honorarium of NZ\$90 for a part-time assignment. This amount is expected to reimburse the volunteer for costs associated with undertaking the assignment.

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

