

## Volunteer Zambia Sport Staff Member 2018-2019

Job Ref: REQ180712

### Wallace Group Volunteer Zambia Sport

The Wallace Group is a group of 7 UK Higher Education Institutions that have for the past 13 years shared the commitment to support the development of sport in Zambia. For 10 years this was done through the wider 'IDEALS' program supported by UK Sport and the charity 'International Inspirations'. In 2016-2017 this work was rebranded 'Volunteer Zambia' and the Wallace Group has expanded its horizons to provide greater support to the Zambian Government and other key stakeholders in implementing a new Zambian sports strategy. Throughout the 13 years the Wallace Group have worked closely with Sport in Action as its principal in-country partner.

The seven Universities; Cardiff Metropolitan, Durham, Edinburgh, Loughborough, Northumbria, St Andrews and Stirling have embraced new Directors in this ambition, including UK Sport, England Volleyball, England Netball, British Basketball and Sport in Action themselves. Together they will be working in collaboration and continuing their shared commitment to the establishment and sustainable practices of both international and sport development. Each summer the 7 universities of the Wallace Group collaborate to send students and staff members out to live in Zambia for 6 weeks, from the period of May-October. Working with Sport in Action, the student and staff volunteers help to deliver development programmes to over 160,000 children each week.

The focus will be to invest in building capacity within sport development. This will include supporting the development of more effective talent pathways in key sports, initially volleyball, netball & basketball and in developing the skills of young Zambians especially in coaching and coach education, officiating, leadership and wider sports volunteering. This will be done by encouraging the sharing of expertise, knowledge and experience between UK staff and students and their Zambian counterparts. The emphasis will be on building the capacity in country to create sustainable opportunities for people to play and progress in sport.

Previous examples of recent projects undertaken in Zambia by Loughborough University Volunteer Zambia Staff Members include: Volunteer management (including recruitment, training and development), peer mentoring, performance sport support, disability and inclusive sport training, media and marketing training, staff development and HR process introduction and training, event management training, bid writing training, sport specific training, project management training, facility and operational management training and support.

More information relating to the Wallace Group can be found by visiting:

<http://www.wallacegroupuniversities.com/>

### Job Description

Voluntary 3-6 week opportunity (Between May – October 2019)

#### Responsible To:

Loughborough University Volunteer Zambia Operational Lead

#### Responsible For:

- 6 Loughborough University Volunteer Zambia students
- All Wallace Group students in Zambia (up to 20 students from across the 7 universities)

#### Job Purpose:

To supervise all students from the Wallace Group in Zambia. To be primarily responsible for any behavioural or disciplinary measures and decisions that occur during the students' time in Zambia.

To work with the Wallace Group (via the Operational Lead at Loughborough University) and Sport In Action (SIA) on pre-identified placements which will be implemented and developed throughout the time in Zambia.

In addition to up to 6 weeks in Zambia you will be expected to contribute to lead on several activities from October 2018 – June 2019 helping to prepare students at Loughborough University.

### **Key Tasks:**

- To oversee the student recruitment, selection, training, development & fundraising of the student cohort selected from Loughborough University prior going to Zambia
- To be present in Zambia for the agreed duration of between 3 to 6 weeks
- To be responsible for all student's behaviour & welfare for the duration of time in Zambia
- To deliver pre-agreed project(s) as agreed by the Wallace Group & SIA in Zambia
- To work with and support the Project Manager in relation to placements (e.g. helping to deal with any issues that arise)
- To take an active role in the UK induction (both the institutional induction and wider Wallace Group University induction)
- Act as a mentor on pastoral and welfare issues relating to students from Loughborough University, to make sure students are ready for Zambia
- Work with the Wallace Group Operational Sub Group for Monitoring, Evaluation (Cardiff Metropolitan University) to encourage reflective practice to maximise the experience whilst in Zambia
- Taking responsibility for feeding back around the on-going sustainability of the project to Operational Leads and Sport in Action as necessary
- To mentor students to understand their place / role in the on-going sustainability of the project
- Represent Loughborough University and ensure reputation and profile of institution is upheld

### **Duties and Responsibilities**

#### **Pre- Zambia**

- Work in conjunction with the University Operational Lead to make sure all necessary preparations have been made\*
- Support the student recruitment at Loughborough University for all roles (both coaching and wider sport development roles)
- Organise & attend weekly meetings with the student group, supporting them with all preparations
- Organise, lead (where appropriate) & attend all organised Volunteer Zambia fund raising events
- Agree via the Wallace Group Operational Lead for Recruitment, Selection & Placements (Cath Harvey – Loughborough University) & SIA the placements that the Staff Member will undertake throughout their time in Zambia
- Attend the Staff Members meeting in November 2018 at Northumbria University
- Attend the UK Induction from 11<sup>th</sup> to 13<sup>th</sup> April 2019 at Durham University
- Personally fundraise £750 (for 3 weeks), £1000 (for 4 weeks), £1250 (for 5 weeks) or £1500 (for 6 weeks) and ensure all students fundraise both their individual and group totals\*
- All Staff Members will be required to hold a clean and valid DBS declaration that will be no older than two years from the return date of the visit, as well as a First Aid & Safeguarding qualification

\* Time commitments may vary but could include 9 working days (recruitment of students, weekly 1-hour meetings, inductions and staff meetings) and several voluntary hours to organise and undertake fundraising events and activities.

\* Fundraising as both an individual staff member and as part of the student and staff Volunteer Zambia Loughborough University Team for 2018-2019 will cover all necessary expenses including travel, living expenses, accommodation, visas, inoculations and training (DBS, First Aid & Safeguarding).

#### **In- Zambia**

- The Staff Member is primarily responsible for ensuring the student code of conduct is upheld, handling all behaviour / disciplinary issues and being the general health and safety overseer within the house. There will also be a full time Project Manager and Placement Site Coordinator (employed by the Wallace Group) present for the full duration of the project
- Staff Members will deliver pre-agreed placements in conjunction with our partner organisations and their staff/ volunteers throughout the period they are in Zambia (however student welfare and behaviour must be their primary focus)
- At times, Staff Members may be asked to provide specific feedback on student coaching and wider sport development roles, facilitate discussions with host partners, provide elements of pastoral care to the students and draw on their own areas of experience to enhance the Wallace Group objectives. All interested Staff Members are advised to speak with returning staff members as valuable sources of information.
- Staff Members will also be responsible for updating social media and project webpages with updates on the project whilst in Zambia

### **Post – Zambia**

- Complete a project review based on their individual project for the Wallace Group and feedback ongoing needs of the project particularly focused around long term sustainability
- Support a University based review in conjunction with the University Operational Lead
- Be a support mentor for all University Staff Members that intend to go to Zambia the following year

### **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### **Special Conditions**

The opportunity is open to all Loughborough University employed staff, principally grade 6 and above but other grades would be considered if individuals can evidence relevant experiences and the case is supported by a line manager.

This is a voluntary post; no additional remuneration or compensation will be offered to colleagues over and above that of their substantive role.

Staff members must undertake fund raising activities to support the costs of the activity, examples outlined above.

The position is a voluntary secondment and applicants must have pre-agreed this secondment with their line manager. This must be confirmed as part of your application for you to be considered at shortlisting stage.

Must be available for able to travel to Zambia for a minimum of 3 weeks. Must be able to confirm availability to travel between 25<sup>th</sup> May and 1<sup>st</sup> October 2019.

Must be available and able to travel to the UK Induction from Thursday 11th- Saturday 13th April 2019 @ Durham University.

### **Organisational Responsibility**

Reports to the Loughborough University Volunteer Zambia Operational Lead

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
<b>Experience</b>	Significant experience of managing people & teams.	1,3
	Substantial leadership experience and proven experience of leading a team or individuals in challenging circumstances.	1,2,3
	Some experience of project management.	1,3
<b>Skills and Abilities</b>	Ability to influence, persuade others to do new things or to do the same things they have been doing but in a different environment.	1,2,3
	To have demonstrable personal resilience.	1,2,3
	Excellent communication, negotiation and interpersonal skills.	1,2,3
	Excellent organisational and time / project management skills with a proven record of managing multi tasks and prioritisation of workload.	1,2,3
	Ability to work cooperatively, flexibly and on own initiative to meet deadlines. Ability to prioritise and make decisions.	1,2,3
	Ability to deal with and resolve complex situations.	1,2,3
	Familiar with Microsoft Office (particularly Word, Excel).	1
	Knowledge of Health & Safety legislation (in particular risk assessments).	1
<b>Training</b>	Willingness to actively participate in a programme of continuing professional development.	1,3
	Demonstrate evidence of having undertaken further training.	1,3
<b>Other</b>	Applicants must have pre-agreed this secondment with their line manager. This must be confirmed as part of the application to be considered at shortlisting stage.	1
	Willingness to work irregular hours as necessary.	1,3
	Must have a knowledge of and a keen interest in sport, with an ability and openness to get involved with supporting students in the delivery of general sports-based sessions if required.	1,3
	Commitment to observing & striving towards the Wallace Group's project aims.	1
	Must be available for the Wallace Group Staff Meeting on (This is where all selected staff from the 7 universities come together).	1
	Must be available for able to travel to Zambia for a minimum of 3 weeks.	1
	Must be available and able to travel to the UK Induction from Thursday 11th- Saturday 13th April 2019 @ Durham University.	
	If selected to be the first staff member in Group 1; must be available to accompany the Project Manager to Zambia in the 5 days prior to Group 1 students arriving. 25th May to 22nd June 2019 (4 weeks in total).	1

	Provide a satisfactory disclosure statement (see <a href="https://www.gov.uk/government/organisations/disclosure-and-barring-service">https://www.gov.uk/government/organisations/disclosure-and-barring-service</a> )	3
	Commit to observe the University's Equal Opportunities & Health and Safety Policies at all times.	3

#### Desirable Criteria

Area	Criteria	Stage
<b>Experience</b>	Proven experience of international sport development.	1,3
	Proven experience of managing HE students.	1,2,3
	Proven experience of sport development project management.	1,3
<b>Skills and Abilities</b>	An understanding of University Student Development Pathways through sport.	1,3
	An understanding of formal coaching & mentoring practises and processes.	1,3
	An understanding / experience of & an ability to deliver in one or more of the following sport development areas: <ul style="list-style-type: none"> <li>• Fundraising / Bid Writing</li> <li>• Business Planning for Income Generation (Finance)</li> <li>• Volunteer Recruitment &amp; Management</li> <li>• Marketing &amp; Communications</li> <li>• Mentoring Training &amp; Delivery</li> <li>• Disability Sport Training</li> <li>• Officiating Training (Netball, Volleyball, Basketball, Football)</li> <li>• PE Practitioner Training</li> <li>• Sport Leadership Training</li> <li>• Coach or Official Education (Netball, Volleyball, Basketball, Football) High Performance Coaching &amp; Mentoring</li> <li>• Sport Science Support (S&amp;C, Performance Analysis)</li> <li>• Research &amp; Impact Study Staff</li> <li>• Sports Administration</li> <li>• Monitoring &amp; Evaluation</li> </ul>	1,3
<b>Education &amp; Qualifications</b>	Degree in a sport/leisure/business related subject.	1
	Recognised qualification in any of the following: <ul style="list-style-type: none"> <li>• Coaching &amp; Mentoring</li> <li>• Leadership &amp; Management</li> <li>• Marketing &amp; communications</li> <li>• Coach Education &amp; Development (E.g. the training of coaches in Volleyball, Netball, Football and Basketball)</li> <li>• Officiating Education &amp; Development (E.g. the training of officials in Volleyball, Netball, Football and Basketball)</li> <li>• Sports Leadership Training (E.g. CSLA / JSLA)</li> <li>• Physical Education</li> <li>• Disability sport training</li> <li>• Strength and Conditioning / Performance Analysis</li> </ul>	1
<b>Other</b>	Interest in international sport development.	1

## Conditions of Service

The position is a voluntary secondment and applicants must have pre-agreed this secondment with their line manager. This must be confirmed as part of your application for you to be considered at shortlisting stage.

## Applications

The closing date for receipt of applications is **Sunday 30<sup>th</sup> September 2018**. Interviews will be held on **Tuesday 2<sup>nd</sup> or Friday 5<sup>th</sup> October 2018**.