

## Volunteer Zambia Sport Staff Member 2019-2020 (Voluntary Leadership Secondment)

Job Ref: REQ190741

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### Wallace Group Volunteer Zambia Sport

The Wallace Group is a group of 7 UK Higher Education Institutions that have for the past 14 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 14 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 work 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 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 is on building capacity within sport development. This includes supporting the development of more effective talent pathways in the key sports of, netball, basketball, football & women's football and in developing the skills of young Zambians especially in coaching and coach education, officiating, leadership and wider sports volunteering. This is done by encouraging the sharing of expertise, knowledge and experience between UK staff and students and their Zambian counterparts. The emphasis is 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

### Job Grade:

Voluntary 3-6 week secondment (Between June – October 2020)

### 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)

### Job Purpose:

To supervise all students from Loughborough University in the preparation for Volunteer Zambia 2020. 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 each 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 2019 – June 2020 helping to prepare students at your 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 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 subgroup 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

## Duties and Responsibilities

### Pre- Zambia

- Work in conjunction with the University Operational Lead to make sure all necessary preparations have been made (Time commitments may vary but typically includes the equivalent of 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.
- 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 for the project
- 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 on 4<sup>th</sup> November 2019 at the University of Stirling
- Attend the UK Induction from 28<sup>th</sup> February to 1<sup>st</sup> March 2020 at Loughborough 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. Fundraising as both an individual staff member and as part of the student and staff Volunteer Zambia Loughborough University Team for 2019-2020 will cover all necessary expenses including travel, living expenses, accommodation, visas, inoculations and training (DBS, First Aid & Safeguarding).
- 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

### **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.
- 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 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 25th May and 3rd October 2020.

Must be available and able to travel to the UK Induction from Friday 28th February to Sunday 1st March 2020 at Loughborough University.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

It will be necessary, on occasions, to work outside normal working hours including some work in the evenings, weekends and on Bank Holidays and University Closure Days.

**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>Education &amp; Qualifications</b>	Educated to degree level in any academic discipline (or equivalent vocational experience)	1	
<b>Other</b>	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 4 <sup>th</sup> November 2019 at the University of Stirling (This is where all selected staff from the 7 universities come together).	1	
	Must be available for the 3 to 6-week period in Zambia, as well as the UK Induction from Friday 28 <sup>th</sup> February to Sunday 1 <sup>st</sup> March 2020 at Loughborough University	1	
	If selected to be the final staff member in Group 3; will be responsible for the review and evaluation of all placements (both coaching & non-coaching).	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 Netball, Football and Basketball)</li> <li>• Officiating Education &amp; Development (E.g. the training of officials in 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

This is a voluntary post; no additional remuneration or compensation will be offered to colleagues over and above that of their substantive role. Applicants must have confirmed this secondment with their line manager prior to application.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Applications

The closing date for receipt of applications is **Sunday 22<sup>nd</sup> September 2019**. Interviews will be held on **Wednesday 25<sup>th</sup> or Friday 27<sup>th</sup> September 2019**.