

Volunteer Zambia

Training and Development

This document outlines some of the available resources, training and tools that have been identified to aid the preparation and development of Volunteer Zambia students and staff.

This document should be used as a guide when working with your cohort of Volunteer Zambia Student and Staff members across the year (November – May).

The table below frameworks a brief description of each role and highlights, with input from key VZ colleagues from 2017-18, the recommended areas which students and staff should seek additional training and development for their role prior to heading out to Zambia in 2019.

Outlined below are a mixture of training, development and coaching materials and workshops that would be beneficial for each Volunteer Zambia role:

Volunteer Zambia Roles	Brief description	Essential Skills required	Recommended Information finding / training to compliment skills	Available Resources
Community Sport Outreach Officer	Working with Community Hub Site Coordinator to create sustainable community sport hubs via outreach work with local community groups to encourage young people to participate in sport and physical activity	Ability to create relationships with new people. Ability to network, and influence a range of stakeholders	Knowledge of Identified NGB Knowledge of Sport Development and Community Structures	Most up-to-date regulations for each sport NGB Coaching handbook/resources
Sport Specific Activator / Coach and Educator	Work with Zambian volunteer coaches and teachers to upskill and share expertise to work across participant pathway from beginners to development to get young people active	Ability to engage staff and students with enthusiasm and passion	Relevant experience working within sport based settings Minimum Level 1 coaching qualification, ideally higher Relevant playing experience at a highly competitive level Refereeing or umpiring qualification and relevant experience	Most up-to-date regulations for each sport NGB Coaching / Educator handbook/resources

			Experience of coaching chosen sport to various levels of participant, especially in the year from appointment	
Sport Specific Officiating / Refereeing Educator	Work with Zambian volunteer referees and officials to upskill / share expertise within our 4 sports: Volleyball, Netball, Basketball and Football	Ability to clearly coach and teach new skills. Confidence to challenge and give effective feedback	Relevant qualification with appropriate NGB in officiating / refereeing Regular experience of officiating matches in year before departure e.g. intramural sport. Umpiring qualification in chosen sport	Most up-to-date regulations for each sport NGB Coaching / Educator handbook/resources
Performance / Sport Science Support Officer	Work with Zambian volunteer coaches and practitioners to upskill / share good practice to develop their talent pathway programmes	Ability to clearly coach and teach new skills. Confidence to challenge and give effective feedback Knowledge of talent pathways	Experience of developing S&C programmes for different sporting disciplines Experience of coaching technique to beginners Experience of delivering programmes with limited equipment e.g. body weight exercises	UKSCA
Sport Management and Leadership Officer	To deliver agreed Sport Management Programmes across a variety of different topics	Able to deliver training or work with individuals to pass on knowledge	Experience of management topics including governance, health and safety, staff development	CIMSPA
Event Management Officer	To support organisations to review current practise, strategy and to create implementation plans	Ability to organise self and others. Ability to work alone. Ability to research and network without the guidance of others Confidence in own ability	Relevant event planning experience, specifically implementation plans and knowledge of the steps and processes in event planning	Street Games

Media, Marketing and Communications Officer	To support organisations to develop their marketing strategy and to provide expertise and knowledge in specific MMC areas	<p>Ability to create relationships with new people.</p> <p>Ability to network, and influence a range of stakeholders</p> <p>Ability to work from own initiative and self-motivate</p>	<p>Specific training in developing business plans</p> <p>Focus should be more on building capacity of staff within organisations than doing the tasks themselves so experience of delivering training would be beneficial</p>	Chartered Institute of Marketing
Bid Writing and Sponsorship Officer	To support organisations to create bid writing templates and sponsorship templates. To actively seek funding and sponsorship opportunities	<p>Ability to write clear and effective bids.</p> <p>Ability to show and coach others on how to create effective bids.</p> <p>Ability to give constructive feedback</p>	<p>Prior experience of bid writing and applying for sponsorship</p> <p>Confident in writing sponsorship proposals and bid writing</p>	Sport England
Disability and Inclusive Sport Officer	Upskill volunteers within disability sport by working in disability sport settings with young people	<p>Experience of delivering sports programmes to participants with a range of disabilities</p> <p>Experience of adapting activities to meet the needs of participants</p> <p>Ability to pass on this knowledge and experience to upskill peer leaders</p>	Specific disability sport training	Smile through Sport
Female Ambassadors	To encourage and empower female leaders by working with organisations to help support and deliver their girls in sport-based sessions	<p>Inspiring role model</p> <p>Experience of delivering Female Empowerment Programmes</p>	<p>Training on sex education, relationships, abuse</p> <p>Specific training on Zambian culture and norms</p> <p>Train the trainer workshop</p>	Street Games

PE Practitioners	To help train Zambian teachers and staff to support the delivery / development of PE sessions	Ability to engage staff and students with enthusiasm and passion	<p>Experience of delivering taster sessions in specific sports</p> <p>Ability to work with Zambian volunteers to develop programmes and expand knowledge away from traditional Zambian games</p> <p>Experience in leading PE sessions</p> <p>Experience of delivering life skills messages within PE sessions</p> <p>Experience of designing programmes that progress over the six weeks and act as a pathway into the four core sports offered</p>	Youth Sport Trust
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NGB Coaching Resources:

UK Coaching:

- Podcasts, videos and guides - <https://www.ukcoaching.org/resources>

England Netball:

- England Performance Pathway Coaching Resources - <https://www.Englandnetball.co.uk/performance-pathway/coach-resources/>
- Officiating Resources - <https://www.Englandnetball.co.uk/make-the-game/officiating/resources-downloads/>
- Rules - <https://www.Englandnetball.co.uk/search/rules/>

Volleyball England:

- Coaching resources (grassroots to performance) - https://www.volleyballengland.org/getintovolleyball/coaching/education_resources
- Refereeing - <https://www.volleyballengland.org/getintovolleyball/refereeing>

Basketball England:

- Basic fundamentals and skills to performance pathway - <https://www.basketballengland.co.uk/get-involved/coach/coaching-resources/>
- Officiating - <https://www.basketballengland.co.uk/get-involved/officiate/officiating-resources/>
- Rules - <https://www.basketballengland.co.uk/get-involved/officiate/rules-guidelines/>

Disability Awareness Training:

Smile through Sport

- North East based organisation founded by Paralympian Stephen Miller – Specialised interactive disability sport training - <http://www.smilethroughsport.com/learn-to-smile/>

UK Coaching

- How to coach disabled people in sport - <https://www.ukcoaching.org/courses/workshops/how-to-coach-disabled-people-in-sport>

Performance Support Officer

UKSCA

- Journal and workshop information - <https://www.uksca.org.uk/home>

Funding and small grant application resources:

Sport England

- Sport England 'Writing Your Application' - <https://www.sportengland.org/media/3817/small-grants-writing-your-application.pdf>

Sport Management and Leadership

Cimspa

- Chartered Institute for the management of Sport and Physical Activity - <https://www.cimspa.co.uk/>

Media, Marketing and Communications resources:

The Chartered Institute of Marketing

- Resources - <https://www.cim.co.uk/resources/>

Event Management Training

Street Games

- Managing and Organising Events - <https://network.streetgames.org/managing-organising-events> (£60pp per course x 3 hours)

Physical Education:

Youth Sport Trust

- YST resource and learning - <https://www.youthsporttrust.org/resources-and-learning/resources-library/primary-schools>

Female Ambassadors:

Street Games

- Engaging Women and Girls in Sport and Physical Activity - <https://network.streetgames.org/engaging-women-girls-sport-physical-activity> (a programme outlining the US Girls programme but could be similarities between GIA programme, £60pp per course, 3 hours)
- Empowering Women - <https://network.streetgames.org/empowering-women> (£180 if an accredited centre, £250 if not, 2 x full days)