

VOLUNTEER ZAMBIA - PROJECT MANAGER

April 2019

BACKGROUND INFORMATION

The Wallace Group is a group of 7 UK Higher Education Institutions that have a shared commitment to support the development of sport in Zambia. For the first 10 years this was achieved through the wider 'IDEALS' program supported by UK Sport and the charity 'International Inspirations'. For the last 3 years 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 an exciting new Zambian sports strategy.

Throughout the 13 years we have worked closely with Sport in Action as our principal in-country partner. We will be continuing to support this excellent and successful organisation as they drive forward both sports development and sport for development initiatives across Zambia.

The seven Universities; Cardiff Metropolitan, Durham, Edinburgh, Loughborough, Northumbria, St Andrews and Stirling have embraced new Directors in this ambition, including UK Sport, England Netball, British Basketball, England Volleyball and Sport in Action themselves. Together we work in collaboration and continue our shared commitment to the establishment and sustainable practices of both international and sport development.

Our focus is to invest in building capacity within sport development. This includes supporting the development of Community Sports Hubs (CSH's) that include community sport competitions and effective talent pathways in three key sports of netball, basketball and volleyball. The CSH's are community based, central venue, sports specific, competition and training centres located, owned and run by the community they serve. They allow sport to be played throughout the year, and present excellent opportunity for sport plus activity facilitation. They create pathways for young players, coaches, organisers and leaders with a particular emphasis on empowering and providing development opportunities especially for young women and girls.

They are supported by the Wallace Group, Sport in Action, individual National Sport Federations and area associations. The CSH's are the key link in many cases between these organisations (especially in country), the management, and maintenance of these relationships is important to wider sport development. The CSH's are highly sustainable and replicable in diverse community settings across the whole of Zambia.

We will do this by encouraging the sharing of expertise, knowledge and experience between UK staff and students and their Zambian counterparts. Our emphasis is on building the capacity in country to create sustainable opportunities for people to play and progress in sport.

As such, the highly influential role of Project Manager, based full time in country in Zambia aims to play a leading role in delivering the ambition of the Wallace Group in Zambia.

THE WALLACE GROUP CHARTER

The Wallace Group has established a strong partnership for the effective delivery of the Volunteer Zambia project.

Aims

- To support the development of long-term mutually beneficial relationships between the UK and Zambia
- To enhance leadership skills and sports specific developments for Zambian young people, leaders and organisations
- To build capacity and knowledge sharing between the Wallace Group and Zambian organisations, capturing good practice examples through case studies and reports
- To provide university students with the opportunity to add value to their degree programme and develop their leadership skills through short term volunteer placements in an overseas environment

Vision – creating a legacy

“To work together to create a legacy through the development of sport for the betterment of lives in Zambia; to create environments that allow the exchange of information, ideas and skills between the UK and Zambia.”

Mission – to make a difference

“Empowering communities and enriching the lives of young Zambians through the power of sport, leadership and education.”

Promise

The Wallace Group Ambition: To work with Sport in Action and its partners to make a significant contribution to the long term, sustainable development of sport and young people in Zambia.

At all times we will:

- Support SIA to build a sustainable sporting infrastructure of people, facilities and associated services
- Not assume we know best or seek to impose our solutions on Zambian challenges/problems
- Provide support and encouragement to Zambians to help them make informed decisions to achieve their goals
- Seek to build and strengthen the capacity of local people to deliver sporting opportunities for young Zambians
- Remain focused on the needs of young people
- Collaborate with UK Sport and through them with other international agencies to ensure our interventions are complementary

Strapline

“Developing People, Inspiring a Nation”

VOLUNTEER ZAMBIA - PROJECT MANAGER

April 2019

ROLE DESCRIPTION

- Role Title:** Project Manager
- Grade:** Voluntary (Including flights, accommodation and monthly stipend)
- Term:** Fixed Term (September 14th 2019 to October 5th 2020) in Zambia
- Responsible To:** CEO of Sport in Action (Frankson Mushindu) & Wallace Group Strategic Lead (Tim Garfield)
- Role Purpose:** To work with Sport in Action (SIA) and the Wallace Group (WG) to project manage and operationalise the objectives of the 'Volunteer Zambia' project. This includes both SIA's strategy implementation as well as the oversight, leadership, co-ordination and supervision of all activity at student / SIA volunteer / SIA placements (both coaching and wider sport development roles) / Community Sports Hubs by liaising with SIA and UK staff.

KEY TASKS

Task:	Organisational Responsibility:
Based full time, in country, in Zambia, project manage all aspects of Volunteer Zambia (VZ) in conjunction with SIA and the WG.	WG & SIA
Work closely with the WG Strategic Lead (Tim Garfield) to provide monthly reports for areas relating to Wallace Group business.	WG
Be the link between the WG and all partner organisations, ensuring regular and consistent communication and feedback. These include, but are not limited to SIA, National Sports Federations, National Sports Council, Olympic Youth Development Centre (OYDC), Nowspar and University of Zambia (UNZA).	WG
Provide feedback to the Directors and Operational Leads via the WG Strategic Lead (Tim Garfield) to ensure all parties have an accurate and up-to-date picture of the landscape of activity in Zambia.	WG
Liaise with the Zambian National Sport Federations to identify new areas suitable for the development of community sport hub sites, support in their implementation and offer ongoing support to hub committees.	WG & SIA
Lead on the support, training and development of existing CSH's, both SIA and National Federations, with a particular emphasis on women and girls.	SIA
Ensure that all SIA volunteers, site coordinators and CSH leaders are adequately supported in their roles in collaboration with relevant SIA/Federation leaders and staff.	SIA
Prepare and conduct a comprehensive handover with the incoming WG Project Manager.	WG
Work with UK Sport and UK NGBs on pre-agreed projects e.g. NET2019 legacy project.	WG
Liaise with the Perfect Day Foundation (PDF) charity to ensure that the education programme in Zambia is working effectively and school support reports are completed, new students for support identified and news stories collected.	PDF

DUTIES & RESPONSIBILITIES

Time period:	Duties/responsibilities:	Organisational responsibility:
October 2019 – May 2020 (Pre-Volunteer Zambia 2020)		
	In conjunction with the outgoing WG Project Manager, complete end of placement reviews with SIA volunteers, hub leaders, site coordinators and host organisations.	WG & SIA
	In conjunction with the outgoing WG Project Manager, review placements, events and feedback provided through feedback meetings and end of project reports from VZ 2019 to produce suggestions for the development of the project.	WG & SIA
	Ensure equipment from VZ 2019 is donated to SIA and CSH's and promptly distributed.	WG
	Work as part of the SIA Senior Management Team on pre-agreed areas with a focus on women and girls, organisational development, sustainable activity, workforce development and strengthening the structures, systems and leadership pathways in place.	SIA
	Plan and prepare for the VZ 2020 project, including developing a budget in collaboration with SIA.	WG & SIA
	Allocate placements for VZ 2020 in collaboration with host organisations and the WG Operational lead for Recruitment and Selection (Cath Harvey – Loughborough University).	WG & SIA
	Work with the WG Operational Lead for Training and Development (Kate Hansbury – Northumbria University) to identify and develop a training plan for VZ student and staff roles with recommended training requirements.	WG & SIA
	Collect updates to be shared with the Perfect Day Foundation and the WG Operational Lead for Alumni (Amy Beattie – Stirling University).	PDF & WG
	Review and update the VZ Handbook.	WG
	Alongside SIA staff, prepare programmes for VIP visits.	SIA
	Host visitors/alumni and develop a plan to offer active ways to get involved in the programme whilst in Zambia.	SIA
	Plan and deliver an induction for the incoming WG Project Manager (Who will arrive in Zambia in late May 2020).	WG
June 2020 to October 2020 (During Volunteer Zambia Project)		
	Induct the incoming WG Project Manager and delegate responsibilities.	WG
	Work together with the incoming WG Project Manager to ensure a high-quality experience for the students and staff involved.	WG
	Manage all placements, including CSH's, and conduct visits to all placements on a regular basis.	WG
	Be the link for students with local partners, SIA volunteers and site coordinators, liaising with them to support them and manage any issues that arise quickly and efficiently.	WG
	Complete all project-related risk assessments and be the lead for health and safety related issues.	WG
	Together with SIA, arrange all induction and debrief processes, ensuring Zambian and UK partners are equally involved.	WG & SIA
	Support the planning and delivery of sport-specific coach and official education.	WG
	Support and guide the students with organising regular competition between placement sites e.g. Wallace Leagues or Wallace Festival.	WG
	Support the students and SIA to develop and implement new focus areas for example enhance media coverage, develop new facilities, strengthen governance practices, increase female participants and promote inclusion – all under the direction of SIA and the WG.	WG & SIA
	Oversee the management of all sport-based equipment that is provided from the UK in the house, ensuring it is returned and available for all groups.	WG

Support the Staff Member(s) from each of the WG universities in the mentoring of pastoral and welfare issues to students taking part in the project as well as dealing with any issues relating to behaviour, ensuring that house rules, project values and expectations are upheld by all students and staff.	WG
With the incoming WG Project Manager, provide a “student enrichment” programme around student timetables and organise excursions.	WG
Lead of the collection of weekly reports, blogs and social media content to be shared with the WG.	WG
Take responsibility for continual improvement between groups in terms of progression and continuity via coaching folders and handover documents, organising sessions for them to be updated.	WG
Maintain the house and all belongings to a high standard, ensuring cleanliness and suitability for handover to each new group.	WG
Liaise with SIA and the landlord regarding any issues with the house to ensure these are resolved promptly.	WG
Collect and manage the weekly food budget.	WG
Maintain regular weekly contact with the WG Operational Lead for Logistics (Katie Binks – Durham).	WG
Provide individual placement reports for each student at the completion of their placements along with additional recording documents as agreed by the WG Operational Leads for Monitoring and Evaluation (Christa Haworth – Cardiff Metropolitan University).	WG
Work with the WG Operational Leads for Monitoring and Evaluation in order to encourage reflective practices to maximise the experience.	WG

PERSON SPECIFICATION

Role Title: Project Manager

Grade: N/A

Term: Fixed Term (September 14th 2019 – October 5th 2020) in Zambia

	Essential	Desirable	Stage to be assessed
Experience	<p>Proven experience of sport development project management</p> <p>Proven experience of managing teams.</p> <p>Proven experience of international development work.</p>	<p>Proven experience of the Volunteer Zambia project (formerly Zambia IDEALS).</p> <p>Proven further experience of international sport development.</p> <p>Proven experience of managing HE students.</p>	<p>1,3</p> <p>1,3</p> <p>1,3</p>
Skills and Abilities	<p>Excellent communication, negotiation and interpersonal skills.</p> <p>Excellent organisational and time / project management skills with a proven record of managing multi tasks and prioritisation of workload.</p> <p>Ability to work cooperatively, flexibly and on own initiative to meet deadlines.</p> <p>Ability to prioritise and make decisions.</p> <p>Ability to deal with and resolve complex situations.</p> <p>Familiar with Microsoft Office (particularly Word, Excel)</p> <p>Knowledge of Health and Safety legislation (in particular risk assessments).</p>	<p>An understanding of University Student Development Pathways through sport.</p> <p>The ability to develop and deliver training and development pathways and CPD within sport development roles (coaching, leadership, volunteering, mentoring etc).</p> <p>An understanding of formal coaching and mentoring practises and processes.</p>	<p>1,3</p> <p>1,3</p> <p>1,3</p> <p>1,3</p> <p>1,3</p>

