**VOLUNTEER ZAMBIA PROJECT MANAGER**

**September 2023**

**BACKGROUND INFORMATION**

The Wallace Group is a group of 7 UK Higher Education Institutions that have for the past 18 years shared the commitment to support the development of sport in Zambia working in collaboration 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 Netball and Sport in Action themselves. Together they work in collaboration and continue 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 8 weeks, from the period of June-October. Working with Sport in Action, the student and staff volunteers help to deliver developmental opportunities to Zambian staff and volunteers.

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, & women’s football and in developing the skills of 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.

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

<https://www.volunteer-zambia.com/>

**VOLUNTEER ZAMBIA PROJECT MANAGER**

**September 2023**

**ROLE DESCRIPTION**

**Role Title:** Volunteer Zambia Project Manager

**Grade:** Voluntary (Including flights, accommodation & stipend)

**Term:** Fixed Term (12th May to 1st October 2024)

**Responsible to:** Wallace Group International Sport Development Manager

**Role Purpose:** To work alongside the in-country International Sport Development Manager, Sport in Action (SIA) and the Wallace Group (WG) to project manage and operationalise the objectives of the ‘Volunteer Zambia’ project during the 4-month project in 2024. This includes the oversight, leadership, co-ordination, and supervision of all activity at SIA placements and Community Sports Hubs (CSH’S) by liaising with SIA and UK staff.

**KEY TASKS**

* Work with in the in-country Wallace Group (WG) International Sport Development Manager to plan and prepare for the VZ 2024 project including developing a budget in collaboration with SIA.
* Work with in the in-country International Sport Development Manager to complete all project-related risk assessments and be the co-lead for health and safety related issues.
* To provide a “student enrichment” programme around student timetables and organise excursions.
* To manage all placements, including CSH’s, and conduct visits to all placements on a regular basis.
* Work with in the in-country WG International Sport Development Manager to arrange all induction and debrief processes, ensuring Zambian and UK partners are equally involved.
* Lead on pastoral and welfare issues for students, 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.
* Oversee the transition between groups to ensure continual improvement in terms of progression and continuity via coaching folders and handover documents, organising sessions for them to be updated.

**DUTIES AND RESPONSIBILITIES**

Duties and responsibilities are outlined below and categorised into three categories:

* VZ Project Manager to lead on
* VZ Project Manager to work in partnership with the Wallace Group (WG) International Sport Development Manager
* VZ Project Manager to support the WG International Sport Development Manager if required.

|  |
| --- |
| **VZPM to lead on:** |
| * Support the planning & delivery of the Wallace Group Induction for all VZ students in April 2024 alongside the University Operational Leads. * Allocate placements for VZ 2024 in conjunction with the National Hub Site Coordinator (SIA). * Be the link for students with SIA volunteers and site coordinators, liaising with them to support and manage any issues that arise quickly and efficiently. * The house logistics, travel arrangements, food arrangements and handling money including weekend activities. * Maintaining the house and all belongings to a high standard, ensuring cleanliness and suitability for handover to each new group * Liaising with SIA and the landlord regarding any maintenance issues with the house to ensure these are resolved promptly. * Maintaining regular weekly contact with the WG regarding logistics. * Conducting an inventory on house items for SIA and WG to be able to advise on what is needed for the next years project. * Attending Operations Leads meetings (pre-arriving and while in country) with WG university staff members and providing relevant project updates. |
| **VZPM to work in partnership with the WG International Sport Development Manager to:** |
| * Review placements, events and feedback provided through feedback meetings and end of project reports from VZ 2024 to produce suggestions for the development of the project. * Review and update the VZ Handbook. * Plan and implement the Wallace Group volunteers sport specific continual workshops over the course of the summer, including the budget for these. * Ensure a high-quality experience for the students and staff involved. * Planning and logistics of the Livingston weekend for each group. * Collect updates to be shared with the Volunteer Zambia Foundation. * Alongside SIA staff, prepare programmes for VIP visits. * Overseeing 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. |
| **VZPM to support the WG International Sport Development Manager IF REQUIRED to:** |
| * Work closely with the Operational Leads & Wallace Group to provide monthly reports for areas relating to Volunteer Zambia business. * Be the link between the WG and all partner organisations, primarily SIA, ensuring regular and consistent communication and feedback relating to the Volunteer Zambia Project * Support, train and develop existing CSH’s, both SIA and National Federations, with an emphasis on women and girls |

**PERSON SPECIFICATION**

**Role Title:** Volunteer Zambia Project Manager

**Grade:** Voluntary (Including flights, accommodation & stipend)

**Term:** Fixed Term (12th May to 1st October 2024)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Stage to be assessed** |
| **Experience** | Proven experience of the Volunteer Zambia project (formerly Zambia IDEALS).  Proven experience of managing people / teams. | Proven further experience of international sport development.  Proven experience of sport development project management.  Proven experience of managing HE students. | 1,3  1,3  1,3 |
| **Skills & Abilities** | Excellent communication, negotiation, and interpersonal skills.  Excellent organisational and time management skills with a proven record of managing multi tasks and prioritisation of workload.  Ability to work cooperatively, flexibly and on own initiative to meet deadlines.  Ability to prioritise and make decisions.  Ability to deal with and resolve complex situations.  Familiar with Microsoft Office (particularly Word, Excel) | An understanding of formal coaching & mentoring practises and processes, in relation to netball, basketball & women’s football.  Knowledge of Health & Safety legislation (in particular risk assessments). | 1,3  1,3  1,3  1,3 |
| **Education / Qualifications** | Currently undertaking or have graduated from a degree programme in any academic discipline (or equivalent vocational experience) at a Wallace Group institution. | Currently undertaking or have graduated from a sport management or sport development-based degree.  Recognised qualification in Sports Coaching & Mentoring (in relation to netball, basketball, or women’s football)  Qualifications in both First Aid and Safeguarding. | 1,3  1,3 |
| **Training** | Willingness to undertake further training as required. |  | 1,3 |
| **Other** | The annual Volunteer Zambia induction will take place at Durham University from 5th to 7th April 2024. The Project Manager must attend and support leading this induction.  Willingness to work irregular hours as necessary.  Enthusiastic and a keen interest in international sport development.  Commitment to observing & striving towards the Wallace Group’s project aims.  Must be available for the period 12th May to 1st October 2024 |  | 1,3  1,3  1,3  1,3  1,3 |

**Stages in assessment:**

**1.** Application form (at shortlisting), **2.** Selection test, **3.** Interview.

**Application Process:**

Thank you for your interest. Please submit the application form along with your video application to Amber Main [a.main@lboro.ac.uk](mailto:a.main@lboro.ac.uk). We’d recommend using [WeTransfer](https://wetransfer.com/) if your video file is to too large to attach to the email.

Closing date for applications: **Sunday 3rd December 2023 at 23:59.**

Interviews will take place on **Thursday 14th December 2023** via Microsoft Teams.

If you have any queries, please contact Amber Main on [a.main@lboro.ac.uk](mailto:a.main@lboro.ac.uk) / 07564 047 166.