**VOLUNTEER ZAMBIA – ASSISTANT PROJECT MANAGER**

**September 2021**

**BACKGROUND INFORMATION**

The Wallace Group is a group of 7 UK Higher Education Institutions that have for the past 16 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 6 weeks, from the period of May-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 – ASSISTANT PROJECT MANAGER**

**September 2021**

**ROLE DESCRIPTION**

**Role Title:** Assistant Project Manager

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

**Term:** Fixed Term (20th May to 8th October 2022)

**Responsible to:** Wallace Group Volunteer Zambia Sport Project Manager

**Role Purpose:** To assist the in-country Project Manager in working with 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 2022. This includes assisting the Project Manager with 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 Project Manager to plan and prepare for the VZ 2022 project including developing a budget in collaboration with SIA
* Work with in the in-country Project Manager to complete all project-related risk assessments and be the lead for health and safety related issues
* Work with in the in-country Project Manager to provide a “student enrichment” programme around student timetables and organise excursions
* Work with in the in-country Project Manager to manage all placements, including CSH’s, and conduct visits to all placements on a regular basis
* Work with in the in-country Project Manager to arrange all induction and debrief processes, ensuring Zambian and UK partners are equally involved
* Support the Staff Member(s) from each of the WG universities in the mentoring of pastoral and welfare issues to 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:

* Assistant Project Manager (APM) to lead on
* Assistant Project Manager (APM) to work in partnership with the Project Manager
* Assistant Project Manager (APM) to support the Project Manager if required

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| **APM to lead on:** |
| * The collection of weekly reports, blogs and social media content to be shared with the relevant WG operational leads * 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 * 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 * Providing individual placement reports for each student at the completion of their placements along with additional recording documents * Supporting the students and SIA to develop and implement new focus areas. E.g. enhancing media coverage * Conducting an inventory on house items for SIA and WG to be able to advise on what is needed for the next years project |
| **APM to work in partnership with the Project Manager to:** |
| * Review placements, events and feedback provided through feedback meetings and end of project reports from VZ 2022 to produce suggestions for the development of the project * Allocate placements for VZ 2022 in collaboration with host organisations * Familiarise yourself with the state of placements and all handovers relating to volunteer Zambia, including but not limited to, placements, Wallace tournament, budgets, and other relevant areas * Review and update the VZ Handbook * Support and guide the students with organising regular competition between placement sites e.g. Wallace Leagues or Wallace Festival * Ensure a high-quality experience for the students and staff involved * Collect updates to be shared with the Perfect Day Foundation * Be a 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 * Alongside SIA staff, prepare programmes for VIP visits * Host visitors/alumni and develop a plan to offer active ways to get involved in the programme whilst in Zambia * Liaise with the Perfect Day Foundation (PDF) charity to ensure that the continued learning (education programme) in Zambia is working effectively and school support reports are completed, new students for support identified and news stories collected |
| **APM to support the Project Manager IF REQUIRED to:** |
| * Work closely with the Operational Leads & Wallace Group Strategic Lead (Tim Garfield) 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 the management of business and communications where needed and advised by the in-country PM or Wallace Group Strategic Lead, with wider partner organisations. These include but are not limited to: National Sports Federations, National Sports Council, Youth Development Centre (Previously OYDC), NOWSPAR, University of Zambia, and other business partners where advised * Support, train and develop existing CSH’s, both SIA and National Federations, with an emphasis on women and girls * Plan and implement the Wallace Group Volunteers sport specific continual workshops over the course of the summer, including the budget for these * 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 * Prepare and conduct a comprehensive handover for the next Project Manager, to help paint a picture of where the VZ Project is at the end of post * Work with and implement projects in partnership with UK Sport and UK NGBs on pre-agreed projects e.g. NET2019 legacy project * Support the planning and delivery of sport-specific coach and official education |

**PERSON SPECIFICATION**

**Role Title:** Assistant Project Manager

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

**Term:** Fixed Term (20th May to 8th October 2022)

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|  | **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) | 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 in early April 2022. The Assistant Project Manager must attend 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 20th May to 8th October 2022 in Zambia. |  | 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 Cath Harvey – [c.harvey@lboro.ac.uk](mailto:c.harvey@lboro.ac.uk)

Closing date for applications: **15th November 2021**

Interviews will take place on **25th November 2021** via Microsoft Teams.

If you have any queries, please contact Cath Harvey on 01509 226134