

Coordinator Information Pack

Suas Educational Development is seeking to recruit 13 individuals to join our Coordinator Team for the 2012 Volunteer Programme. Each year approximately 80 volunteers take part in the Volunteer Programme which takes place over ten months and includes a ten week overseas placement. The Coordinator Team is responsible for supporting and coaching these volunteers through the Programme, ensuring their health, safety and security while overseas and developing their understanding of Development and teaching skills. As a member of the Coordinator Team you will play a vital role in the successful implementation of the 2012 Volunteer Programme, which will directly affect the lives of 2000 children, 100 teachers and 80 volunteers.

Who we look for

Each year we look for high performing young leaders who want to influence others and play a part in effecting positive change in our society. We are looking for enthusiastic individuals from all backgrounds who have had experience leading or managing a team and have worked in challenging environments. Coordinators will be able to adapt to working in an unfamiliar setting and will demonstrate high level communication skills, the ability to work towards shared goals and the sensitivity and empathy to work with others effectively.

What you'll gain

The Coordinator role provides a unique opportunity to:

- develop your leadership and management skills in demanding and difficult situations;
- work with and for inspirational people in our Partner Organisations;
- experience working cross-culturally & be exposed to different approaches;
- gain new political, economic and geographic understanding;
- test your personal coping and adaptation skills;
- undertake training with experienced and professional experts;
- join a large, global network of individuals committed to effecting positive change in our society.

Professional training is provided throughout the Programme, details of this can be found on page 9 of this document.

This pack includes

- Information about the Coordinator role;
- The role descriptions for the three Coordinator roles;
- Details about pre-departure preparation and training;
- A timeline for the Volunteer Programme 2012;
- An overview of the Suas Volunteer Programme.

The Coordinator Role

EDUCATE. ENGAGE. INSPIRE.

Each team of 12 volunteers is accompanied overseas by one or two Coordinators. The Coordinators are involved with the Volunteer Programme from as soon as they are recruited (Dec-Jan), through the pre-departure phase (Feb-May), overseas for 12 weeks (June-Aug) and once the Volunteers return home (Sept). The Coordinator Team will receive training from experts in the field over three weekends, equipping them with the skills needed to support and manage a team of Volunteers through their placement in either Kenya or India¹.

There are three Coordinator roles:

- Team Coordinator (TC) – responsible for supporting the team & health, safety and security.
- Development Coordinator (DC) – responsible for delivering the “Global Perspectives” theme (Volunteer learning strand).
- Teaching Support Coordinator (TS) – responsible for supporting volunteer’s teaching work while on placement.

All Coordinator roles are responsible for ensuring the health, safety and security of Volunteers while overseas. The role is an “in at the deep-end”, 24/7 work placement while overseas. A full description for each Coordinator role is included in this document.

Commitment: Coordinators support and coach their team through the pre-departure phase. The role begins with an average commitment of 4-6 hours per week which includes training and learning and supporting the Volunteer team with preparation & fundraising. A detailed timeline can be found at the end of this document.

Finances: The Coordinator role is subsidised by Irish Aid. All Coordinators are asked to raise a minimum of €1500 towards their costs, and also to cover the cost of their vaccinations & visas. The €1500 participation fee includes: flights, accommodation, training and insurance. In addition, Coordinators will be given a personal stipend to cover basic living costs for the 12 week placement (at least €1000, depending on placement).

Interested in applying?

To apply for a Coordinator role please send a current CV and cover letter to vp@suas.ie by Monday 9th January.

Your cover letter should include:

- Your **motivation** in applying for the position;
- Your experience working in **challenging** or **high risk** environments;
- Your experience **leading** and **working with teams**;
- Other **experience and skills** relevant to the role.

If you would like further information or would like to discuss the role in more detail, please contact us at vp@suas.ie.

We look forward to hearing from you!

Dermot Heslin & Mary Coogan
Volunteer Programme Team

¹ Note that all placements are subject to safety and security review, and will be confirmed not less than 7 days prior to departure.

Suas Volunteer Programme 2012

Role Description: Team Coordinator (TC)

Location:	1 per team (4 Kolkata, 1 Nairobi, 2 Mombasa)	Role duration:	January 2012 – September 2012 12 weeks in- country placement
Reports to:	Volunteer Programme Manager	Responsible for:	Team of 10-12 volunteers

The Team Coordinator will support and lead a team of 10-12 volunteers throughout the Programme (February – September 2012). Primary responsibility of the role is ensuring the health, safety and security of their team. The role also includes co- designing and delivering the placement in collaboration with our Partners and the Suas office in Dublin, and acting as a liaison between all key stakeholders.

Person Specification: Thoughtful and mature, the Team Coordinator will have experience working with teams in challenging situations. The Team Coordinator will be able to manage all aspects of a team, including conflict situations, individual personal challenges and emergencies. The Team Coordinator will be able to adapt quickly to the overseas environment and will be aware of the specific health, safety and security implications of being situated in Kolkata, Nairobi or Mombasa.

Responsibilities include:

- Playing an active role in pre-departure preparation, including the design and delivery of training sessions, coordinating logistics and supporting fundraising activities.
- Facilitating Volunteer Team development and maintaining a healthy team dynamic.
- Working in collaboration with the Partner, Suas and the Volunteer Team to design and deliver a quality service.
- Ensuring the health, safety and security of the Volunteer Team while in Kenya or India.
- Working collaboratively with the Coordinator Team to manage the overseas placement.
- Ongoing reporting and communication with Suas head office on a regular basis during the programme, including a final evaluation and debrief.

Essential Requirements:

Strong leadership potential	Able to adopt facilitative and directive approaches as needed, high self-awareness & personal integrity. Looking for challenging experience. Prioritises wellbeing of team.
Excellent team skills	Has interpersonal sensitivity & empathy to work collaboratively with others. Team player, focused on team effectiveness and achievement of shared goals. Ability to support team development process and build healthy team dynamic.
Excellent situational awareness	Ability to make accurate risk assessments, exercise good judgment and ensure health, safety and security is never compromised.
Passionate and highly motivated	Able to facilitate young leaders to learn about social change, developing their critical understanding, team & leadership skills and inspiring them to take action. Committed to social change, personal and leadership development, education, development education, with a strong demonstrated interest in overseas development.
High level of commitment and openness to own learning	Incorporates feedback, focused on developing own management and leadership skills.

Suas Volunteer Programme 2012

Support and coaching skills	Ability to build, support and coach team through a challenging journey.
Proactive, self-reliant & positive	Mature & independent, able to adapt quickly to unexpected changes, positive approach to challenges, able to seek support & advice when needed. Confident in decision making.
Strong task and results orientation	Able to contribute to the design and delivery of a 10 month programme. Possesses energy and enthusiasm – is prepared to work hard and stay until the job is completed.
Communication skills	Excellent written and presentational communication skills. Ability to communicate and work effectively with variety of personality types.
Excellent fit	Fits with vision, values and principles of Suas.

Desirable Requirements:

- Have had a challenging experience leading and managing a team.
- Have had hands on experience working overseas.
- Have experience making difficult decisions in a challenging environment.

Role Description: Development Coordinator (DC)

Location:	4 in total (2 Kolkata, 1 Nairobi, 1 Mombasa)	Role duration:	January 2012 – September 2012 12 weeks in- country placement
Reports to:	Volunteer Programme Manager	Responsible for:	Global Perspectives theme

The Development Coordinator will lead the design and delivery of the Volunteer learning strand (Global Perspectives theme). Understanding the wider challenges of development is an integral part of the programme. Global Perspectives Week takes place half-way through the placement with speakers from the UN, Government and development agencies.

This theme gives volunteer teams the opportunity to learn more about the culture, society and politics of their host country and the development challenges they face throughout the programme.

Person Specification: The Development Coordinator will be passionate and knowledgeable about overseas development. A good networker, they will build relationships with a number of different Partner Organisations and stakeholders and engage them in Global Perspectives Week. The Development Coordinator will motivate and inspire the Volunteers, supporting their understanding of Development in a broader context and connecting their role to this.

Responsibilities include:

- Coordination of a Global Issues seminar series pre-departure.
- Co-delivery of development education sessions pre-departure.
- Design & delivery of participative workshop sessions while overseas.
- Design & delivery of in-country induction programme.
- Design & delivery of Global Perspectives in-country workshops.
- Facilitating ongoing volunteer learning throughout overseas phase, engaging with a range of learning tools and approaches.
- Ensuring the health, safety and security of the Volunteer Team while in Kenya or India.
- Working collaboratively with the Coordinator Team to manage the overseas placement.
- Ongoing reporting and communication with Suas head office on a regular basis during the programme, including a final evaluation and debrief.

Essential Requirements:

Passionate and highly motivated	Able to facilitate young leaders to learn about social change, developing their critical understanding, team & leadership skills and inspiring them to take action. Committed to social change, personal and leadership development, education, development education, with a strong demonstrated interest in overseas development.
Communication skills	Excellent written and presentational communication skills. Able to communicate ideas with passion and conviction. Comfortable facilitating group sessions. Ability to communicate openly with other members of Coordinator team.
Excellent team skills	Has interpersonal sensitivity & empathy to work collaboratively with others. Team player, focused on team effectiveness and achievement of shared goals. Ability to support team development process and build healthy team dynamic.

Suas Volunteer Programme 2012

Proactive, self-reliant & positive	Mature & independent, able to adapt quickly to unexpected changes, positive approach to challenges, able to seek support & advice when needed.
High level of commitment and openness to own learning	Incorporates feedback, focused on developing their own management and leadership skills.
Strong task and results orientation	Able to contribute to the design and delivery of an 8 month programme. Possesses energy and enthusiasm – is prepared to work hard and stay until the job is completed.
Strong leadership potential	Able to adopt facilitative and directive approaches as needed, high self-awareness & personal integrity. Looking for challenging experience.
Excellent situational awareness	Ability to make accurate risk assessments, exercise good judgment and ensure health, safety and security is never compromised.
Support and coaching skills	Ability to build, support and coach team through a challenging journey.
Excellent fit	Fits with vision, values and principles of Suas.

Desirable Requirements:

- Have had a challenging experience leading and working within a team.
- Have had hands on experience overseas.
- Experience of event management
- Experience of facilitating groups

Role Description: Teaching Support Coordinator (TSC)

Location:	1 per country (1 India, 1 Kenya)	Role duration:	January 2012 – September 2012 12 weeks in- country placement
Reports to:	Volunteer Programme Manager	Responsible for:	Volunteer teaching skills & Partner Organisation teaching support

The Teaching Support Coordinator will be a qualified teacher who will support and facilitate the Volunteer's teaching skills throughout the 8 month Volunteer Programme. Primary responsibility is to support and advise volunteer teams on innovative creative teaching methods suited to the challenging environment. The role also includes support on classroom and behaviour management methods working in collaboration with Partner Schools.

Person Specification:

An experienced teacher, the Teaching Support Coordinator will be enthusiastic, dynamic and able to adapt to the challenges of teaching in a school in either Kenya or India. The Teaching Support Coordinator will be able to communicate key teaching theories and concepts to Volunteers, most of whom will have had no previous teaching experience. The Teaching Support Coordinator will champion working in partnership with our Partner Organisations, understanding the unique challenges and needs of each school.

Responsibilities include:

- Design and delivery of teaching support sessions throughout the preparation phase.
- Coaching support for volunteers in placement.
- Working in collaboration with Partner Schools to design classroom management & alternative discipline methods.
- Ensuring the health, safety and security of the Volunteer Team while in Kenya or India.
- Working collaboratively with the Coordinator Team to manage the overseas placement.
- Reporting & communicating with Suas head office on a regular basis during the programme, including a final evaluation and debrief.

Essential Requirements:

Strong leadership potential	Able to adopt facilitative and directive approaches as needed, high self-awareness & personal integrity. Looking for challenging experience.
Professional teaching experience	Qualified teacher with teaching experience, preferably in a challenging environment.
Communication skills	Excellent written and presentational communication skills. Able to communicate teaching methods simply and effectively to the volunteer teams. Ability to communicate across cultures – with teachers and head teachers in our partner organisations.
Excellent team skills	Has interpersonal sensitivity & empathy to work collaboratively with others. Team player, focused on team effectiveness and achievement of shared goals. Ability to support team development process and build healthy team dynamic.

Suas Volunteer Programme 2012

Support and coaching skills	Ability to build, support and coach team through a challenging journey.
Excellent situational awareness	Ability to make accurate risk assessments, exercise good judgment and ensure health, safety and security is never compromised.
Passionate and highly motivated	Able to facilitate young leaders to learn about social change, developing their critical understanding, team & leadership skills and inspiring them to take action. Committed to social change, personal and leadership development, education, development education, with a strong interest in overseas development.
High level of commitment and openness to own learning	Incorporates feedback, focused on developing their own management and leadership skills.
Proactive, self-reliant & positive	Mature & independent, able to adapt quickly to unexpected changes, positive approach to challenges, able to seek support & advice when needed.
Strong task and results orientation	Able to contribute to the design and delivery of an 8 month programme. Possesses energy and enthusiasm – is prepared to work hard and stay until the job is completed.
Excellent fit	Fits with vision, values and principles of Suas.

Desirable Requirements:

- Have had a challenging experience leading and working within a team.
- Hold a teaching qualification and a minimum of 2 years teaching in a challenging environment.
- Have had hands on overseas teaching experience.

Pre-departure Preparation and Training

Below is an outline of the planned Coordinator Pre-departure Training for 2012.

Preparation and Training for Coordinators is lead by Suas staff, with external support provided by leading experts in facilitation, teamwork, personal & organisational development, leadership and tropical health.

Coordinators have the opportunity to develop their personal and professional skills, while preparing to deliver a service to Suas' Partner Organisations in India and Kenya.

<u>Training Sessions</u>	<u>What's Covered</u>
Coordinator Training Module: Part I (Jan– 2 days) THEORETICAL TRAINING SESSION	Introduction to Leadership & Personal Development plans Project cycle management Introduction to team development Developing effective communication skills Facilitation Skills
Coordinator Modules Part II (Feb - 2.5 days) PRACTICAL SESSION WITH VOLUNTEER TEAMS	Introduction to your team Team Development Facilitation in practice & relationship building
Coordinator Training Module: Part III (March– 2 days) THEORETICAL TRAINING SESSION	Personal leadership Impact assessment Crisis management Managing conflict Reporting, monitoring and evaluation
Coordinator Module Part IV (April - 2.5 days) PRACTICAL SESSION WITH VOLUNTEER TEAMS	Team Development– Goal setting Effective communication & presentation Health, Safety & Security (Scenarios, ground rules)
Coordinator Training Module: Part V (May – 2 days) THEORETICAL TRAINING SESSION	Health, Safety, Security Leading effective meetings & facilitation skills Reporting, monitoring and evaluation Risk management
Coordinator Module Part VI (May - 2.5 days) PRACTICAL SESSION WITH VOLUNTEER TEAMS	Conflict resolution session Planning and organising Health and Safety team contracting
12 weeks in-country placement (Jun- Aug)	Ongoing support from the Volunteer Programme Team.

Key Dates for 2012 Volunteer Programme

Application Deadline	Monday 9 th January
Volunteer Selection	8 th Jan & 15 th Jan
Coordinator Preparation Weekend One	28 th /29 th Jan
Preparation Weekend One	10 th – 12 th Feb
Coordinator Preparation Weekend Two	24 th /25 th March
Preparation Weekend Two	6 th – 8 th April
Coordinator Weekend Three	12 th /13 th May
Preparation Weekend Three	25 th – 27 th May
Departure to India / Kenya	30 th May
End of placement	24 th Aug
Coordinator Debrief Day	15 th Sept
Return Weekend VP12	21 st – 23 rd Sept

Overview of the Suas Volunteer Programme

Suas Mission & Vision: Our vision is a world where all young people are given the opportunity to realise their potential to effect positive change in our society. Suas is a movement dedicated to supporting quality education in targeted under-resourced communities.

Suas Overseas: The Suas Volunteer Programme forms an integral part of our service to our Partner Organisations. Our service is tailored to the needs and challenges of the individual Partners and includes; a relationship based on mutual understanding and openness; supporting our Partners with financial and human resources to support their communities; supporting the management teams of each Partner to improve the efficiency and effectiveness of each organisation.

Suas Volunteer Programme: The Suas Volunteer Programme provides an opportunity for young people to volunteer in a community-based school or educational project in India or Kenya, for ten weeks, while learning about different cultures. It offers the possibility to develop personal and professional skills, to work in a team, and to learn about the challenges and opportunities of development in our interconnected world. From start to finish the Programme is 10 months long, and includes pre-departure preparation and training, fundraising, a 10 week placement including a Global Perspectives week and a return weekend.

Supported by Irish Aid, the Suas Volunteer Programme has grown rapidly since its inception. Since 2002, over 600 Suas volunteers have been worked with our Partners overseas. Our volunteers have delivered over 130,000 hours of educational support and raised in excess of €500,000 to support the work of our Partners. The Programme continues to evolve, learning from the highs and lows of each successive year and responding to the ongoing changes and challenges faced in each Partner Organisation.

The programme has two main goals:

- To support education by working with teachers in our Partner Organisations;
- To offer individuals a unique experience that develops informed, engaged, active young leaders.

The programme is demanding, intense and challenging. The number one priority for the Volunteer Programme is the safe completion of all participants, without serious incident to child, teacher, staff or volunteer. The Coordinator role is one of the fundamental ways of ensuring that the support to the team is sufficient for them to meet the challenges.

For more information, photos and testimonials visit the Suas website at www.suas.ie.