



POSITION DESCRIPTION

Programme Manager Indonesian Young Leaders Programme

The Programme Manager will be Auckland based and will manage our new Indonesia Young Leaders Programme which will commence at AUT University from June 2018. The programme is funded by the Ministry of Foreign Affairs and Trade and will be developed and delivered by UnionAID in partnership with AUT University for a five year period.

The employment will be on a full-time fixed term basis for the 5 year duration of the MFAT grant funding agreement (GFA) or earlier termination in accordance with the GFA or employment agreement.

The Position Description contains Key Accountabilities and provides specific details around the personal skills and attributes of the Programme Manager IYLP. The final part of the document is an indicative list of the specific tasks of the position.

POSITION DETAILS

Position Title	Programme Manager Indonesian Young Leaders Programme
Organisation	Unions Aotearoa International Development Trust (UnionAID)
Location	Auckland CBD
Start date	As soon as possible
Salary range	\$70-80,000

About UnionAID and the Indonesian Young Leaders' Programme

UnionAID (www.unionaid.org.nz) is a registered charity and international development agency officially recognised by MFAT which has successfully undertaken development projects in the Asia Pacific including young leader programmes. It is governed by a Board of Trustees and overall management responsibility lies with an Executive Officer in Wellington. The Indonesia Young Leaders Programme (IYLP) will develop a network of highly skilled young leaders by improving the knowledge and skills of selected young people working in

civil society or similar organisations, and build their capacity as leaders for the sustainable development of East Indonesia.

The programme will select 10 young people each year, from a range of civil society organisations in Eastern Indonesia, to undertake a 6 month programme of study in New Zealand. The programme will be based in Auckland and managed by UnionAID in conjunction with AUT University and with funding from the New Zealand Ministry of Foreign Affairs and Trade. The participants' costs will be met fully by the programme and either host family or hostel accommodation provided.

The young leaders will take part in a mixture of classes, expert led workshops and visits to civil society organisations and government agencies in New Zealand. In all aspects of the programme the participants will be encouraged to think critically and consider how they can apply the knowledge and skills acquired in their own work and communities. Small fieldwork projects will be developed as part of the programme, and the young leaders may implement these when they return to Indonesia to share the skills and knowledge they have acquired.

The core programme for 2018 will include:

- A two week Orientation Programme
- A 12 week English Language Programme (ELP) provided by AUT.
- An 11 week sustainable development programme which will include:
 - Sustainable tourism with a particular focus on eco-tourism
 - Environmental regulation and management, using the Auckland City Council as the working model. This will include its role in building and environmental regulation and enforcement, fresh and waste water management, and solid waste management.
 - Government processes, including a visit to Parliament and the Auckland City Council in session, and institutions such as the Human Rights Commission.
 - How local development can be undertaken sustainably, including possible models for ecotourism, agriculture, social enterprise and fisheries management.
 - Gender issues, role of women in society and diversity
 - Treaty of Waitangi processes and the developing Maori economy.
 - Dispute resolution, mediation skills and religious tolerance.
 - International labour standards and labour market regulation and practice in New Zealand
 - Research skills, project proposal development, the project cycle and evaluation
 - Organisational development and management.
 - Presentation and leadership skills

It is intended that the programme will build a strong network of young leaders across a range of locations, ethnicities and religions who collaborate, and engage in further learning, to support the sustainable development of Eastern Indonesia.

POSITION PURPOSE

The Programme Manager is a key role and will be responsible for the curriculum development, implementation and management of the Indonesia Young Leaders' Programme. The Programme Manager reports to the Executive Officer in Wellington who is the IYLP Programme Director.

The Programme Manager will develop and maintain high quality working relationships with UnionAID and AUT University staff, and with other organisations and individuals who may be able to assist with the programme or have an interest in it.

The role will include travel to Indonesia and occasional extra-curricular activities with students and host families. It will also include other duties as a member of the UnionAID team.

KEY ACCOUNTABILITIES

The key priorities and responsibilities of the Programme Manager are as follows.

KEY ACCOUNTABILITY	KEY TASKS
Professional Knowledge	<ul style="list-style-type: none"> • Demonstrate competence in relevant curriculum and curriculum development • Demonstrate sound knowledge of current learning and assessment theory, particularly as relevant to adult education. • Demonstrate sound knowledge of current issues and initiatives in education, including Māori education.
Learning Processes	<ul style="list-style-type: none"> • Plan and lead learning processes in the Orientation and sustainable development components of the IYLP programme using teaching strategies, learning activities and assessments appropriate to adult students and ESOL • Participate in the Alumni Workshop and English Language components of the IYLP programme if required • Demonstrate flexibility in a range of effective learning techniques to impart subject content effectively • Make use of appropriate technologies and resources • Evaluate and reflect on learning techniques and strategies with a view to improvement
Relationship Management	<ul style="list-style-type: none"> • Build a strong and effective relationship with the Executive Officer and other UnionAID staff and volunteers. • Build and maintain positive and effective working relationships with AUT University staff, and other organisations and individuals who may assist with the programme or have an interest in it.
Managing Student Relationships	<ul style="list-style-type: none"> • Establish constructive relationships with, and between, students • Be responsive to individual student needs • Develop and maintain a positive and safe physical and emotional environment • Create an environment which encourages respect, tolerance and understanding
Programme Management	<ul style="list-style-type: none"> • Organise and manage the IYLP programme from issuing prospectus and selection process through to the departure arrangements for the students' return home including some administrative work

- such as immigration visas and travel arrangements.
- Regular reporting as required to the Programme Director
- Implement and maintain health and safety processes and procedures in accordance with current legislative, contractual requirements and good practice.

PERSON SPECIFICATION

Experience

- Interactive teaching and/or adult education experience
- Practical organising and administration experience
- Proven ability to organise and undertake a diverse workload, manage constant and often competing work demands while still achieving competing deadlines.

Knowledge, skills and abilities

- Excellent communication, inter-personal and organising skills.
- Demonstrated excellence in interactive teaching and/or adult education in a social and political economy studies context.
- A genuine interest in international development work and the work of UnionAID.
- Knowledge of, or experience in, Indonesia would be helpful
- Computer skills (including Microsoft Office)
- Familiarity with use of social media

Personal Qualities

- A positive attitude and empowering style, valuing the contributions of others.
- Personal conduct, integrity and credibility that commands the confidence and respect of students, staff, unions, and external partners and stakeholders.
- Able to take the initiative to make things happen, knowing when to seek advice.
- An understanding of, and support for, the collective values and principles of UnionAID.

Qualifications

- A relevant Teaching and/or tertiary qualification.
- ESOL qualification desirable.

SPECIFIC RESPONSIBILITIES

The following is an indicative list of tasks which will be undertaken with advice and oversight from the Executive Officer:

In conjunction with in-country partner BaKTI:

- Development of Prospectus and promotion of programme in Indonesia
- Initial short-listing of candidates
- Interviewing of short-listed candidates in Indonesia with local representative and UnionAID
- English testing of short-listed candidates in Indonesia
- Visa applications and processing
- Oversee BaKTI's organisation of:
 - Organising internal (Indonesia) travel, and accommodation
 - Pre-departure Foundation Workshop and briefing in Jakarta

- Fieldwork projects
- Alumni workshop
- Alumni network activity

In conjunction with UnionAID Executive Officer and volunteers:

- Organise/select host families.
- Organise student travel to and from New Zealand, and accommodation en route
- Open bank accounts and organise payment of allowances
- Formalise host family arrangements, and briefing and liaison with host parents

In conjunction with AUT University:

- English Course registration and student insurance
- Organise Welcome Function
- Setup students with Laptops and cell phones
- Develop and implement Orientation Programme
- Pastoral care in cooperation with AUT Pastoral Care Officer
- Extracurricular activities and support for students and host families
- Course Activities:
 - a) English Course – Student liaison and support
 - b) Sustainable Development Course
 - Curriculum Development
 - Classroom session coordination/delivery
 - Individual Interest programme development and delivery
 - Field Work Project Proposal Development sessions and individual support
 - Trips and visits
 - English language and learning assessment
- Organise Farewell – Graduation Function
- Post-training language testing
- Evaluation of programme
- Reporting to MFAT
- Monitoring of long-term outcomes

Other:

- Work cooperatively with volunteers, unions, donors, MFAT, aid agencies, and other relevant organisations and individuals.
- Develop and coordinate UnionAID volunteer activity and other duties as required as a member of the UnionAID team.
- Ensure the timely preparation and presentation of reports including meeting minutes.