



POSITION DESCRIPTION

Young Leaders Programme Manager

The Programme Manager will be based in Wellington and be primarily focussed on managing our new Mindanao Young Leaders Programme which will commence from August 2019. The programme is funded by the Ministry of Foreign Affairs and Trade and will be developed and delivered by UnionAID in partnership with Victoria University of Wellington and International Alert in the Philippines 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 availability is dependent on final funding approval from MFAT in January 2019.

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

POSITION DETAILS

Position Title	Young Leaders Programme Manager
Organisation	Unions Aotearoa International Development Trust (UnionAID)
Location	Wellington
Start date	February 2019
Salary range	\$70-80,000

About UnionAID and the Mindanao 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 capacity building programmes for young civil society leaders. It is governed by a Board of Trustees and overall management responsibility lies with an Executive Officer in Wellington.

The Mindanao Young Leaders Programme (Mindanao YLP) will develop a network of highly skilled young leaders by improving the knowledge and skills of selected young people working in civil society organisations. Through developing the capacity of young civil society leaders the programme will contribute to the longer term peaceful and sustainable development of Mindanao in the Philippines.

The programme will select 8-10 young people each year, from a range of civil society organisations in Mindanao, to undertake a 4 month programme of study in New Zealand. The programme will be based in Wellington and managed by UnionAID in conjunction with VUW 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 host family accommodation provided.

The young leaders will take part in a mixture of classes with VUW academic staff, 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 2019 will include:

- A one week Foundation Course in the Philippines run by International Alert
- A one week orientation to the programme and NZ in Wellington
- A three week English Language Course provided by VUW.
- An twelve week development leadership programme which will include:
 - Democratic processes, including Parliament, local government, elections, human rights, labour rights, rule of law and how civil society can support good governance.
 - Approaches to conflict resolution and basic mediation skills
 - Indigenous approaches to development, the Treaty of Waitangi processes and development of the Maori economy.
 - Sustainable development including models for sustainable agriculture, environmental regulation, social enterprise and community-led development.
 - Exploration through research and visits of a topic of specific interest to each individual participants
 - Research skills, project proposal development, the project cycle and evaluation.
 - Organisational development and management knowledge and communication and leadership skills.
- A small fieldwork project developed during the programme and implemented by each participant when they return home to Mindanao.
- A three day alumni workshop in Mindanao in 2020.

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 Mindanao.

POSITION PURPOSE

The Programme Manager is a key role and will be responsible for the curriculum development, implementation and management of the Mindanao Young Leaders'

Programme. The Programme Manager reports to the Executive Officer in Wellington who is the Mindanao YLP Programme Director.

The Programme Manager will develop and maintain high quality working relationships with UnionAID and VUW University and International Alert 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 the Philippines and occasional extra-curricular activities with students and host families. The programme manager will also assist with the delivery of UnionAID’s Myanmar Young Leaders Programme in Wellington, including input into the curriculum, reporting and co-ordination of visits and workshops. They will also undertake other duties It will also include other duties as required 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 sound knowledge of current learning and assessment theory, particularly as relevant to adult education. • Demonstrate knowledge of sustainable development issues and theories and ability to plan a relevant curriculum to deliver on the programme aims.
Learning Processes	<ul style="list-style-type: none"> • Plan and lead learning processes in the Orientation and Development Leadership components of the Mindanao YLP using teaching strategies, learning activities and assessments appropriate to adult students and ESOL. • Participate in the Foundation Course, Alumni Workshop and English Language components of the 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 VUW University staff, International Alert 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.

	<ul style="list-style-type: none"> • Create an environment which encourages respect, tolerance and understanding.
Programme Management	<ul style="list-style-type: none"> • Organise and manage the Mindanao YLP 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.
- Computer skills, including Microsoft Office and programme management tools.
- Knowledge of, or experience in, Mindanao would be helpful.

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. These tasks will be primarily associated with the delivery of the Mindanao Young Leaders Programme however the Programme Manager will also undertake some of these tasks for the Myanmar Young Leaders Programme that is run in the earlier part of the year.

In conjunction with in-country partner International Alert:

- Development of Prospectus and promotion of programme in Mindanao.
- Initial short-listing of candidates.
- Interviewing of short-listed candidates in Mindanao with a International Alert representative and UnionAID.
- English testing of short-listed candidates in Mindanao.
- Visa applications and processing.
- Oversee International Alert's organisation of:
 - Organising in-country (Philippines) travel, and accommodation
 - Pre-departure Foundation Course and briefing with NZ Embassy in Manila
 - Fieldwork project implementation and reporting
 - Alumni workshop
 - Alumni network activity

In conjunction with UnionAID Executive Officer, staff 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.
- Setup students with Laptops and cell phones.
- Formalise host family arrangements, and briefing and liaison with host parents.
- Organise welcome function for students, host families and programme contributors.
- Develop and implement one-week Orientation course.
- Monitor satisfaction with homestay arrangements.
- Organise extra-curricular trips and activities with students and host families.
- Organise a farewell/graduation function.

In conjunction with VUW University, UnionAID staff and volunteers:

- English Course registration and student insurance.
- Participate if needed in English course classes and monitor satisfaction.
- Course Activities:
- Sustainable Development Course
 - Develop detailed curriculum based on desired learning outcomes
 - Timetable curriculum including visits, workshops and expert presentations
 - Organise logistics for visits outside of the classroom and Wellington
 - Liaise with presenters and organisations to tailor lessons to desired learning outcomes and ensure effective delivery of lessons
 - Co-ordinate volunteers to organise four days of individual interest visits and lessons
 - Develop and deliver in class lessons on research, proposal writing and evaluation culminating in students' development of a fieldwork project proposal
- Organise internal and external evaluation of the programme and identify potential improvements.
- Reporting to MFAT on project outcomes annually.

Other:

- Work cooperatively with volunteers, unions, MFAT, and other relevant community 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.