



POSITION DESCRIPTION

Mentor and Special Interest Co-ordinator - Mindanao Young Leaders Programme

The Mentor and Special Interest Co-ordinator will recruit and coordinate mentors and manage special interest visits, as part of the new Mindanao Young Leaders Programme which commences in August 2019. The programme is funded by the Ministry of Foreign Affairs and Trade and is being run by UnionAID in collaboration with Victoria University of Wellington and International Alert. The role is based in Wellington.

The Mentor and Special Interest Co-ordinator will be employed on a fixed-term contract for a total of 100 hours from July until November 2019.

The Position Description contains Key Accountabilities and provides specific details around the personal skills and attributes of the Mentor and Special Interest Co-ordinator.

POSITION DETAILS

Position Title	Mentor and Special Interest Co-ordinator - Mindanao Young Leaders Programme
Organisation	Unions Aotearoa International Development Trust (UnionAID)
Location	It is expected that the Mentor and Special Interest Co-ordinator will mostly work from home, and be based in Wellington
Start date	As soon as possible
Hourly rate	\$35.00

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 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 or similar organisations, and build their capacity as leaders for the sustainable development of Mindanao, Southern Philippines.

The programme will select eight young people each year, from a range of civil society organisations in Mindanao, Southern Philippines, to undertake a four-and-a-half-month programme of study in New Zealand. The programme will be based in Wellington and managed by UnionAID in conjunction with Victoria University of Wellington. Participants costs are fully-funded and the young leaders will live with host families.

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.

During the programme, each young leader has the opportunity to explore a topic of her or his special interest and be mentored by a subject expert. The mentor organises a series of four half-day individualised meetings with organisations and people working in areas relevant to the young leader's special interest topic. These visits and research undertaken as part of the special interest topic provides a foundation for the development of a proposal for a small fieldwork project. The young leaders may implement these when they return to Mindanao to share the skills and knowledge they have acquired.

The overall programme for 2019 will include:

- Foundation workshop on Mindanao history and conflict analysis in Davao with International Alert and the NZ Embassy
- A one-week orientation to the programme on arrival in Wellington
- A three-week intensive English language course run by Victoria University of Wellington
- A twelve-week course on Development Leadership covering:
 - 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 Māori economy.

- Sustainable development including development frameworks, environmental regulation, social enterprise and community-led development.
- Research skills, project proposal development, the project cycle and evaluation.
- Organisational development and management, as well as communication and leadership skills.
- Individualised mentoring on a topic of special interest.

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 Mentor and Special Interest Co-ordinator is responsible for recruiting and coordinating mentors and managing the special interest visits. The Mentor and Special Interest Co-ordinator reports to the Programme Manager for the Mindanao YLP.

The Mentor and Special Interest Co-ordinator will develop and maintain effective working relationships with volunteer mentors, and with other organisations and individuals who may be able to assist with the Mentor Programme. It is also expected that the Mentor and Special Interest Co-ordinator establish positive working relationships with the wider UnionAID team.

KEY ACCOUNTABILITIES

The key priorities and responsibilities of the Mentor and Special Interest Co-ordinator are as follows:

KEY ACCOUNTABILITY	KEY TASKS
Relationship Management	<ul style="list-style-type: none"> • Build a strong and effective relationship with the Mindanao YLP Programme Manager and other UnionAID staff and volunteers. • Build and maintain positive and effective working relationships with the volunteer mentors, organisations and individuals who are supporting the special interest visits

Mentor Co-ordination	<ul style="list-style-type: none"> • Identify volunteers who have specialist knowledge that aligns with the 8 young leaders' special interest topics and who would be effective mentors • Recruit and co-ordinate volunteer mentors for the 8 young leaders • Create a mentor agreement • Maintain regular communication with the mentors • Plan and run a briefing and de-briefing for the mentors • Facilitate a meeting with the mentors and the young leaders, in collaboration with the Programme Manager • Monitor the mentor/mentee relationships and report any issues to the Programme Manager • Organise an activity to recognise the mentors
Manage Special Interest Visits	<ul style="list-style-type: none"> • Oversee the special interest visits in collaboration with the Programme Manager • Provide regular updates to the Programme Manager • Support the mentors to set-up 4 special interest visits • Trouble-shoot any issues e.g. provide back-up support to the mentors during their scheduled visits • Write a report evaluating the mentoring process and special interest visits

The Mentor and Special Interest Co-ordinator may be required to perform other tasks related to the Mindanao Young Leaders Programme, if they have capacity within the hours allocated.

PERSON SPECIFICATION

Experience

- Demonstrated experience establishing and running programmes (educational, community, youth etc)
- Experience recruiting and managing volunteers
- Experience working for a non-profit organisation
- Practical administration skills
- Effective time-management skills.

Knowledge, skills and abilities

- Excellent communication, inter-personal and organisational skills
- A genuine interest in international development work and the work of UnionAID

- Computer skills (including Microsoft Office, cloud-based tools)

Personal Qualities

- A positive attitude and empowering style, valuing the contributions of others
- Personal integrity
- Ability to show initiative and work independently while also collaborating with others to meet deadlines
- Knowing when to seek advice
- An understanding of, and support for, the collective values and principles of UnionAID.

Qualifications

- A relevant tertiary qualification.