

## Job Roles and Responsibilities

<b>Title:</b>	<b>Assistant Project Leader – Volunteer position (10<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> July and from 22<sup>nd</sup> July – 16<sup>th</sup> August)</b>
<b>Location:</b>	<b>S.A.L.V.E. International Uganda (Jinja District)</b>
<b>Key Expectations:</b>	<ul style="list-style-type: none"> <li>• You will begin volunteering on Monday 22<sup>nd</sup> July and finish on Friday 16<sup>th</sup> August.</li> <li>• You will be required to attend two induction days on 17<sup>th</sup> and 18<sup>th</sup> July as well as supporting a selection day on 10<sup>th</sup> July.</li> <li>• You will be expected to volunteer 5 days a week. This will usually be Monday to Friday but may involve one or two Saturdays. It is likely you will have to do some evening work.</li> <li>• You will be expected to have good time keeping skills.</li> <li>• You will be expected to work in a professional manner at all times.</li> </ul>
<b>Expenses:</b>	This is a volunteer position and therefore not paid a salary. You will be reimbursed with 400,000 UGX for the month to cover your expenses.
<b>Job purpose:</b>	<ul style="list-style-type: none"> <li>• Support the delivery of a selection day, and two training days for a group of 7 Ugandan volunteers.</li> <li>• To provide support to a mixed group of 22 Ugandan and British volunteers undertaking their research projects around Jinja for one month (with a UK Assistant Project Leader in a peer position working alongside you).</li> <li>• To meet daily with team members to check in and monitor progress.</li> <li>• To offer support and input to individual group projects, including offering constructive feedback to project plans, budgets and reports.</li> <li>• To organise two holiday camps including schedule of different activities (with UK Assistant Project Leader).</li> <li>• Coordinate team reports and community events.</li> <li>• To develop ideas, to carry out and evaluate activities and develop the budget on those activities.</li> <li>• To help oversee the budget, accountability and transparency of the money used for the community research project.</li> <li>• To raise awareness and support for the work of S.A.L.V.E. International in Jinja and Uganda as a whole.</li> <li>• To support other members of the S.A.L.V.E. team in their roles as needed with advice or assistance to ensure the overall aims of the organisation are met.</li> </ul>
<b>Desired outputs of the role</b>	<ul style="list-style-type: none"> <li>• To support a team of volunteers to complete community research in and around Jinja to the best of their ability, and to run a successful holiday camp with your team, ensuring engaging, educational activities for children.</li> </ul>
<b>Attainments</b>	<p><b>In order to be considered for this post you will have to demonstrate that you have:</b></p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of cross-cultural work.</li> <li>• Experience of effectively leading a team.</li> <li>• Experience of effectively dealing with conflict.</li> <li>• Experience of working with vulnerable children.</li> <li>• Experience of doing community research.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Ideally educated to diploma level.</li> <li>• Have attended relevant courses and training modules.</li> </ul> <p><b>Work based knowledge</b></p> <ul style="list-style-type: none"> <li>• Practical experience of carrying out community research.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent organisational skills, planning and implementation skills.</li> <li>• Ability to lead and bring together a team of volunteers from mixed backgrounds.</li> <li>• Able to work on own initiative, under pressure and to tight deadlines.</li> <li>• Ability to problem solve and overcome challenges.</li> <li>• Ability to support volunteers and inspire them to work to the best of their ability.</li> <li>• Ability to think creatively to create activities to engage young people.</li> </ul> <p><b>Person specification:</b></p> <ul style="list-style-type: none"> <li>• A Ugandan National who is fluent in English and has strong written skills</li> </ul>