



Job Description Programme Coordinator - Mobility (Fiji)

‘Global Impact, with a Local Approach’

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Think Pacific Foundation Think Pacific Foundation, 35 Gorrie Street, Suva, Fiji Islands, FJ989.
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About Think Pacific...

Meaningful Programmes in the Fiji Islands

Think Pacific is a registered Fijian Charity and UK social enterprise with over 10 years' experience supporting Fijian Government Ministries, NGOs, local enterprises and business partners to achieve ethical, responsible and sustainable development, whilst allowing international students and young people to have a self-developing and rewarding experience.

Our cultural exchange programs foster learning, understanding, equality and respect. Central to our impact is our support for the UN Sustainable Development Goals, and focus towards the achievement of the Fiji National Development Plan; a 20-Year Development Plan with the vision of "Transforming Fiji" towards an even more progressive, vibrant and inclusive society.

- Established in 2009, at the University of Leeds, UK.
- Based in Suva, Fiji & Leeds, England.
- MOU agreements and long term partnerships with Fijian Government Ministries and Organisations.
- All programmes support the Fiji National Development Plan & UN Sustainable Development Goals.
- Partnered with 80+ Fijian organisations.
- Partnered with 90+ educational institutions globally.
- Formal partnerships with University of the South Pacific and Fiji National University.
- 5000+ participants on mobility and remote programs since 2009.
- Over \$8m (FJ) invested into the Fiji Islands.

Think Pacific - Mission, Beliefs & Values

Mission

“Creating positive cultural exchange, which invests in Fiji’s future”

Beliefs

1. *Partnerships* - Collaborations at all levels of planning, preparation and implementation.
2. *Learning* - Emphasis on learning and understanding, before contributing.
3. *Focus* - Only Fiji. Our focus upon Fiji creates meaningful relationships and specific local outcomes

Values

1. *Passion*; To drive and achieve TP’s mission, beliefs and values.
2. *Mindset*; Always be a positive role model by always seeking solutions and outcomes.
3. *Resilience*; Can achieve goals and motivate others despite new and challenging environments.
4. *Humility*; Be humble, respectful and mindful in all that we do.
5. *Accountability*; Always take responsibility for our energy, impact and standards.
6. *Collaboration*; Value of working together
7. *Aspiration*; Aspiring to always improve, become better and achieve more.

Programme Coordinator (Fiji)

Department: *Think Pacific Foundation (Fiji)*

Location: *Based in Suva - Fiji Islands (But often working in the field / in remote community and settlement locations across various Provinces within Fiji)*

Salary: *\$22,000 FJD per annum*

Hours: *9am-6pm (FJT) (Minimum 40 hours per week for Full Time)*

The Role

With Think Pacific entering an exciting period of programme development and implementation, the Programme Coordinator is a varied and dynamic role.

Full training on our programme will be provided. However, the ideal candidate will need to bring certain qualities to this role, including a passion for interacting with international students and young people, great energy, a proactive mentality and the ability to listen, discuss with and guide students from across the world, including the UK, Australia and the USA.

The position includes contributing to key areas of in-country, and remote, programme design and delivery, including Planning and Leading in-country projects, mentoring and sales, whilst also innovating future programme developments.

The role also includes significant direct student and volunteer engagement and interaction, team collaboration and independent responsibilities.

Our Programmes

In-Country Projects and Placements

In May 2022 Think Pacific shall re-commence our in-country projects and placements for students and young people.

These projects are delivered in partnership with local Ministries, organisations and community stakeholders across a range of fields including Public Health, Mental Health, Sport Development, Business & Enterprise, Engineering, Environment and Climate Change, and is a culturally immersive experience for the students and volunteers who live within local villages and communities.

For more information on our in country programmes, please see here: [Fiji Volunteer Expeditions](#)
[| Think Pacific](#)

Remote Internship, Study Tour and Exchange Programmes

We are currently delivering **Remote Internship and Study Tour Programs**. These programmes run every 2 weeks and allow international university students to gain global work experience and learn about Fijian culture, whilst they complete an internship from the comfort of their own home.

Students work 6-30 hours per week for 1-3 months on projects for Fijian organisations, ranging from Fijian charities to international organisations.

The role of our staff is to act as a ‘mentor’ to guide students through their online programme, delivering daily meetings, workshops and online learning with students on zoom and ensuring students are fully engaged and benefiting from the remote internship and learning about Fijian culture.

For more information on our remote internship programme, please see here: [Virtual Internships](#) | [Fiji Islands](#) | [Think Pacific](#)

Key Responsibilities

Programme Preparation & Delivery - In-Country Projects (50%)

- **Project Preparation & Planning**
 - Visiting Provincial and District Offices, and conducting Community site and preparation visits prior to a project delivery.
 - Liaising with the relevant stakeholders on the project preparation and planning process, including village members, youth groups, women’s groups and community health workers.
- **Point of Contact**
 - Acting as primary point of contact for the Project Leaders on your allocated programmes..
 - Acting as point of contact for host communities and project settings/partners.
- **Project Coordination**
 - Ensuring the effective delivery and implementation of the project aims and initiatives, including mid and post project visits.

- Communicating consistently and effectively with relevant stakeholders, including the Turaga ni Koro, Youth Leader, Womens' Leader and Health Worker.
- Guiding the Project Leaders within your allocated projects, including their personal and professional development within the role.
- Providing pastoral care within the role, and referring Leaders and volunteers to the Health & Safety Co-Ordinator as required.
- **Briefing & Training Workshops**
 - Assist with the preparation and delivery of the Leader Briefings, including discussing key information and details. eg Team Info Sheets, the Project Plan, and the Village / Project profile information.
 - Assist with the Training Workshops for Project Leaders, facilitating group discussions and scenario components.
- **De-Brief Workshops & Post Project Evaluations**
 - Facilitating the community and volunteer team evaluation processes, based upon the monitoring and evaluation resources that shall be made available.
- **Medical Care/Cover**
 - Assisting with the health care for Project Leaders and volunteer teams when required both on project, and in Suva / alternative locations, including day to day management, and travelling to and from the project to accompany team members.

Programme Delivery - Remote Projects (15%)

- **Remote Programmes**
 - Remote Internship (Using Zoom to deliver workshops online)
 - 'Mentoring' international students
 - Leading Briefing & Q&A Workshops for students
 - Leading Culture Sessions & Activities
 - Facilitating Networking Events
 - Remote Study Tours (Using Zoom to deliver workshops online)
 - Leading Briefings & Energisers
 - Culture Sessions & Activities
 - Team Challenge Workshops
 - Facilitating Guest Speaker Engagements
 - Facilitating Networking Events

Administration (10%)

- **Sales Administration**
- **Spreadsheet Maintenance**
- **Email Support**
- **CRM System Processes**

Sales Advisor & Customer Service (10%)

- **Application Administration**
- **Sales Calls**
- **On Boarding Assistance**
- **Customer Service - Inbound Enquiries**

Presentations & New Content (10%)

- **Presentation & Information Session Delivery**
- **Content Creation**

Business Development (5%)

- **Innovation - Aims & Initiatives**
- **Stakeholder Engagements - Project Locations**
- **Relationship Development - Local Organisations & Enterprises**

You may be required to carry out other duties, as are within your capabilities and level of responsibility, in order to meet the needs of the business.

Essential Skills Required

- Display high level of interpersonal skills and to be able to listen, empathise and work with individuals from a variety of backgrounds.
- The ability to manage a variety of demanding responsibilities within any given day.
- Acquire and implement new skills quickly, with an ability to think on your feet in a fast moving and changeable environment.
- Passion to foster and promote Think Pacific's mission and values.
- Desire to contribute to global understanding of UN Sustainable Development Goals, Fiji's National Development Plan and advocate the benefits of internationalisation.
- Strong communicator and confident in meetings, workshops and on camera.
- Ability to maintain high standards of recording and administration.
- Ability to interact with students, clients and partners in a positive and professional manner.
- Some knowledge of Microsoft Word, Excel, Zoom and Google Drive would be a benefit
- Plan logically and in detail producing practical, effective solutions to achieve goals or overcome real problems.

- Display effective personal leadership and team work and help develop leadership skills of others.
- Understand the needs and expectations of local stakeholders, global interns and volunteers.

Application Process

Step 1

- Complete and submit the Application Form via the link below by **Friday 18th March 2022** - [Application Form - Programme Coordinator - Mobility \(Think Pacific\)](#)
- Please attach the supporting documents included below:

- Cover Letter
- CV/Resume
- Answering 3 short questions:
 - What are 3 key reasons you would like to work for Think Pacific?
 - Which 3 Think Pacific Values, included in this Job Description, best describe why you would be suitable for the role?
 - What does the term 'Global Citizen' mean to you? (300 Words Max)

Step 2

- Successful Applicants will then be shortlisted for an interview.

Step 3

- Interview 1 via zoom with a member of Think Pacific Management - Week Beginning Monday 21st March 2022.

Step 4

- For those shortlisted: Interview 2 via zoom with a Thin Pacific Director - Week Beginning Monday 28th March 2022.

Step 4

- Official Offer forwarded to successful candidate, with Monday 4th April 2022 Start Date.