



Job Description

Programme Coordinator - Health & Safety (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 - Health & Safety (Fiji)

Department: *Think Pacific Foundation (Fiji)*

Location: *Based in Suva - Fiji Islands*

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

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

On-Call: *On rota as Emergency Contact from 8pm-9am in May-August project period.*

The Role

With Think Pacific entering a period of programme development and implementation, the H&S & Compliance Coordinator is a key role for the safe and effective implementation of our projects and programmes.

Full training on our programme will be provided. However, the ideal candidate will need to bring certain qualities to this role, including a proactive mentality, a passion for working with people, and an interest in health.

The position includes contributing to key areas of Think Pacific's programme design, preparation and implementation, including health and safety support, risk assessments, safeguarding and broader compliance with local and international guidelines.

The role also includes direct community and volunteer engagement and interaction, 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, Sports Development, Business & Enterprise, Engineering, Environment and Climate Change, and is a culturally immersive experience for the students and volunteers.

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 focused upon delivering our **Remote and Virtual Internship 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

Health & Safety (20%)

- **Point of Contact - Fiji**
 - Acting as the primary point of contact for all Management Pods in referencing the TP Health policies and procedures for Staff and Volunteer Health Care.
 - Acting as secondary point of contact for Project Leaders in regard to health issues for staff / volunteers, if referred by the Project Co-Ordinator, or if the Project Co-Ordinator is ill or unavailable.
- **48 Hour Review Process**
 - Overseeing all 48 Hour Review processes for volunteers, including hospital visits, facilitating all required information for the insurance company, updating the Management Team, and liaising with Think Pacific UK and/or family members as required.
- **Health Care Assistance**
 - To provide on-site support, where viable, to Leaders and/or volunteers who may be visiting the doctors or hospital for consultation, treatment or review in urban centres. This includes ensuring the correct administration process is completed,

and having a daily presence if the leader is required to return to project / leader is unwell.

- **Safeguarding**
 - Acting as the primary safeguarding officer for Think Pacific across the 'Summer Projects' period, ensuring the TP Safeguarding policy is upheld and implemented effectively.
- **Pastoral Care**
 - Acting as a point of contact for all staff for pastoral care and support if experiencing anxiety, mental ill-health or following 'traumatic' events or incidents.
 - Key role is then to refer to appropriate organisation within Fiji, ensuring the contact information and referral process is communicated effectively.
- **Health Spreadsheet & UK Updates**
 - Ensuring the TP Health Spreadsheet is updated with all key information, and that TP UK is updated and informed as required.
- **Health Information & Records**
 - To ensure staff and volunteer health information and records are protected correctly, and saved in appropriate folders / files.
- **Systemisation**
 - Systemising the above processes to ensure long term efficiency for access and implementation.

Compliance - Policies & Procedures (30%)

- **Safeguarding**
 - Acting as the primary safeguarding officer for Think Pacific, ensuring the TP Safeguarding policy is updated based on guidelines and best practice, and is upheld and implemented effectively.
 - This includes inclusion in:
 - Job Descriptions - Think Pacific Staff
 - Community Preparation Processes
 - Suppliers, Resorts & Accommodation Providers
- **Pastoral Care**
 - Acting as a point of contact for all staff for pastoral care and support if experiencing anxiety, mental ill-health or following 'traumatic' events or incidents.
 - Key role is then to refer to appropriate organisation within Fiji, ensuring the contact information and referral process is communicated effectively.
- **Compliance**
 - Reviewing Think Pacific's Policy & Procedure documents to ensure compliance with the relevant local / international guidelines, including, but not limited to:
 - Health & Safety Policy
 - First Aid Policy
 - Mental Health Guide

- Diversity & Inclusion Policy
 - Privacy Policy
 - Modern Slavery Policy
 - Prevention of Sexual Exploitation, Abuse & Harrassment Policy
 - Responsible Volunteering Guide
- **Risk Assessments**
 - Overseeing the review, revision and implementation of Think Pacific's Risk Assessments for projects and programmes in-country.
- **Monitoring & Evaluation**
 - Overseeing the M&E of Think Pacific's key policy and procedure processes, and making recommendations and amendments as required to meet safety standards and guidelines.
 - Including the development of an M&E framework.
- **Covid Protocols**
 - Ensuring Think Pacific's compliance with local and international Covid protocols, including the Care Fiji Commitment program, and ensuring relevant processes are updated and implemented effectively.

Operations Support (10%)

- **Staff Logistics**
 - Assisting with key logistics for Think Pacific Staff, including relevant transfers, accommodation, uniforms and training venues.
- **Project Documentation**
 - Working with the Operations Manager - Fiji on the preparation of all relevant project documentation for Leadership Teams and Volunteers, including:
 - Project Details & Information Spreadsheets (UK)
 - Leaders Spreadsheets & Details (UK)
 - Staff & Volunteer Visas
- **Contact Point**
 - Acting as a Contact Point for the Fiji Management Team, and providing updates and information as required.
- **Fiji Management Meetings**
 - Attending all Fiji Management Meetings to assist and contribute to the continued development of the projects and programmes, and to promote success in our delivery and implementation.

Project Preparation & Briefings (20%)

- **Project Settings:** Attend preparation visits to project settings, with focus upon:
 - H&S
 - Risk Assessments
 - Safeguarding
 - Policy Compliance

- M&E Strategy - Relevant Stakeholders
- **Volunteer Team Briefings:** Attend volunteer team briefings, with focus upon:
 - Health & Wellbeing guidance
 - Processes if requiring Medical attention
 - Safeguarding

Programme Coordination (20%)

- **Mobility Programmes**
 - To assist with the coordination of Think Pacific's in-country mobility projects as required, including briefings, project visits, and de-brief / feedback processes with staff and volunteers.
- **Remote Programmes**
 - To assist with the coordination of Think Pacific's remote programmes as required, including delivery of online sessions, mentoring (Remote Internship) and content creation.

NB: This is particularly relevant to the time from May-August annually, when Think Pacific's has its most concentrated period of in-country programmes in Fiji.

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, briefings, workshops and calls.
- 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 - Health & Safety \(Think Pacific\)](#)

- 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 5

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