



Job Description

Project Leader - 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 100+ 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.

Project Leader - Fiji

Department: *Think Pacific Foundation (Fiji)*

Location: *Working in the field / in remote community and settlement locations across various Provinces within Fiji*

Salary: *\$18,000 FJD per annum*

Hours: *Field Based - 16 Day, 1 Month or 2 Month Projects (Up to 6 Projects Per Annum)*

Suva Based (As Required) - 9am-6pm

The Role

The role of Project Leader - Fiji is a vital position within Think Pacific as you work as a leader team (with between 2-3 other leaders) to guide a series of 16 Day, 1 month or 2-month projects from start to finish. This position is a unique opportunity to work for an award winning non-for-profit organisation. You will gain huge experience, knowledge and skills in leadership and a broad understanding of the complexities and need for international development.

You must be able to handle difficult situations and problems that arise quickly, and with care and sensitivity.

Our leaders are culturally aware and passionate about respecting Fijian culture, values and customs and respecting the importance of our aims and government directives.

Leaders live alongside the volunteers 24 hours a day; guiding each day, ensuring timeframes, standards and objectives are met and supporting volunteers and youth members to collaborate on aims such as; public health, mental health, sports development, conservation & environment. Our Leaders are passionate about what we do and how we do it. They are central to the success of our projects and our positive impact in Fiji.

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](#)

Key Responsibilities

Volunteer Support

- **Pastoral Care:** Acting as a point of contact for all volunteers for pastoral care and support if experiencing anxiety, mental ill-health or following 'traumatic' events or incidents.
- **Covid Protocols:** Working with the project coordinating team to ensure 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.
- **Personal Project Planning (PPP):** Weekly (PPP) scheduled between the leader and each volunteer. PPP's implemented to structure volunteer's individual aims on the project and to offer pastoral care and support – listening, supporting, encouraging and guiding each team member.
- **Team Support:** Facilitating group development and resolving group conflict when required with particular regard to cultural sensitivity.

Project Delivery

- **Facilitating and Delivering the Project Aims:** Delivering and facilitating fun, interactive workshops across a variety of aims with the sole purpose of creating a fun, enjoyable environment that supports collaboration between the international volunteers and youth group members.
- **Workshop Support:** Instructing and supporting participants with the skills necessary to successfully engage in the programme and motivating them to achieve the desired goals.
- **Daily Briefing and Debrief Sessions:** Daily briefing and de-brief for the volunteer team to ensure project objectives are being achieved and that team is happy and confident in their roles.

Energy and Enthusiasm: Vital as a leader to consistently bring energy and enthusiasm across all areas of the project, as this energy sets the tone and the standard for the team, and the project as a whole.

Volunteer Healthcare

- **Volunteer Healthcare:** Ensuring the health of all volunteers, including monitoring risks, and undertaking first aid.
- **Daily First-Aid Clinics:** Ensure daily clinics are being held as a direct point in which participants can come to you for any support around healthcare

Project Preparation & Briefings

- **Training Days:** Attend preparation visits to project settings, with focus upon:
 - Health Care
 - Policy Compliance
- **Volunteer Resort Team Briefings:** Assist and support the delivery of the team training sessions to fully prepare the team ready for the project. Facilitate team activities so that we begin to create strong bonds and team cohesion before arriving into the village.

Project Coordination

- **Working Effectively as a Leadership Team:** Working within a leader team (2-3 leaders) you will have the responsibility for a team of up to 24 volunteers on a 24 hour a day basis during each expedition.
- **Project Coordinator Daily Update:** Reporting to and working closely with your Project Coordinator over daily project aims, updating the status of the expedition and resolving any team issues.
- **Creating a positive team dynamic:** Monitoring and assessing team morale throughout to make sure no one is being excluded and the whole team is working together towards a common goal and successful project.
- **Village Engagement & Support:** Working closely with the appointed village spokesperson to ensure cultural protocols are abided by and the team makes a sensitive integration into the community. Establish yourself as a point of contact for the community.
- **Project Reporting:** Complete a Project Evaluation Report once the project has been completed to send out to our local stakeholders.

‘Volunteering’ - Local Partner Organisations

- **Volunteer Placement:** For 2-4 weeks per year you shall complete a placement with one of Think Pacific’s local partner organisations and Ministries in Fiji, providing an opportunity to up-skill on their aims and objectives, enhance collaboration between the organisations, and assist with their aims and initiatives.

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

- Leadership Experience
- Experience of Leading Group Activities
- Passionate about Sustainable Development
- A desire to support and guide a group of like-minded individuals to achieve a collective goal
- Keen Interest in Developing Cultural IQ
- High level of Emotional Awareness, Self Discipline and Self Awareness
- 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.
- Very strong communicator
- Ability to maintain high standards of recording and administration.
- Ability to interact with students, community members and partners in a positive and professional manner.
- 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, university partners and international volunteers.

Personal and Career Development Outcomes:

Our leaders go through a significant learning experience. We see huge self-development and personal growth and increased transferable skills, from confidence to project based skills. This is alongside immense pride at contributing to the Fiji National Development Plan as we achieve positive cultural exchange between international volunteers and community members.

Our leaders directly implement aims on behalf of, and often have the opportunity to work directly with representatives from the Fijian Ministry of Youth and Sports, The Fijian Ministry of

Education, The Fijian Ministry of Health, The National Sports Commission, The Fiji Sports Council and UNICEF Pacific developing global experience.

In building your resume, you will be able to demonstrate your capability of running and managing an international volunteer project, providing duty of care to your peers on a 24/7 basis and working at the forefront of the international charity and NGO sector.



Application Process

Step 1

- Complete and submit the Application Form via the link by **17:00 (5pm) on Friday 15th April 2022** - [Application Form - Project Leader - Fiji \(Think Pacific\)](#)

- 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 do you believe are important characteristics and skills to be an effective Leader? (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 18th April 2022.

Step 4

- For those shortlisted: Interview 2 via zoom with a Thin Pacific Director - Week Beginning Monday 25th April 2022.

Step 4

-Official Offer forwarded to successful candidates, with Monday 2nd May 2022 Start Date.

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