



# Job Description Expedition Leader

‘Global Impact, with a Local Approach’

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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.

# Expedition Leader

**Department:** *Think Pacific (UK)*

**Location:** *Based in rural communities across Fiji Islands*

**Dates:** Minimum of 10-11 weeks commitment, between the timeframe of 20th May - 31 August.

## The Role

The role of Expedition Leader is a vital position within Think Pacific as you work as a leader team (with between 1 and 2 other leaders) to guide a series of 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 Projects

## Fiji Projects and Placements

Our projects are delivered in partnership with local Ministries, organisations and community stakeholders across a range of fields. We deliver over 40 projects during the May - September period with a local and international staff team of 60 + including Leader, Project Coordinators, Health & Safety and Management

For more information of our projects, please see : [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.

## 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 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.

## Project Preparation & Briefings

- **Training Days:** Attend training sessions covering the following areas:
  - Health Care
  - Delivery
  - Procedures and structure
  - Volunteer and Team Dynamic
- **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.

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 & Mentality Required

We need our leaders to have certain skills, positive mentality and personal attributes. We also require leaders to be willing to work hard to perfect your skills and mindset, with our guidance, training support.

- You must genuinely **care about the experience of the volunteers. This is number 1. This is not your experience, this is the volunteers' experience.** Your role and rewards come from putting your team first, facilitating their achievements and ensuring their experiences meet their expectations. The sense of achievement and pride you feel at the end of a project is incredibly fulfilling.
- You must **want to lead.** Do not undertake a role because you simply have a desire to visit Fiji (or because you loved your experience of being a volunteer- this is not enough). You must have the mindset to want to lead and support others. To guide your team through the ups and downs of their experience, face challenges and difficulties and get to the end knowing you've done all you can to provide support to your volunteers.
- You'll need to **empathize** with individuals of all backgrounds (especially important when dealing with people you may not naturally be-friend at home). **This requires a high level of emotional Intelligence** - the ability to sensitively pick up on issues, judge the mood, Listen, have awareness and offer sensitive guidance.
- Be a **motivator** - A positive, 'can do' attitude. Be happy and supportive constantly.
- Be **humble** – You don't have to be the loudest character in the room. But you do have to be the most caring and humble.
- You must be **mature, reliable and respect the role.** Never engage in team gossip and always keep your head. Have fun, but maintain your leader-to-volunteer role at all times.
- Willingness to be flexible and put the needs of the project and the volunteers above your own. **If a volunteer is ill - they are your number one priority, 24 hours a day.**
- The ability to manage a variety of demanding responsibilities in a physical and remote environment. **It's tough** – but the challenges will lead you to huge personal growth.
- **You must have an enthusiasm for our aims.** We're making a real and sustainable difference. You're helping to achieve targets for the Fijian Government. We look for genuine interest in the project aims and our values and mission

- Always be **eager to learn and take critical feedback with positivity**. As a team, we're always looking to get better. We embrace criticism, we listen to feedback, we review, we grow and we develop further. This is the TP way.
- Understand the needs and **expectations** of international student volunteers.
- Have a desire and passion to learn about **Fiji, Fijian village life, Fijian culture**
- Have a desire to be part of a dynamic team, which is passionate about everything we do. Work to support your team mates, lead with pride and be a TP role model.

## Expenses and Remuneration

The role is a funded experience overseas. It is not a paid role. Think Pacific provides the following:

- **£1500 for travel related expenses, including return international flights.** Think Pacific provides expenses to cover international travel costs.
- **All accommodation and food in the Fijian village** for the duration that the volunteer team is resident in each village. Expedition leaders will normally reside with, and eat with a local Fijian family.
- **Accommodation and meals at all pre-planned beach resorts** during the briefing and R&R of each project as determined by the expedition itinerary.
- **All project in-country travel** by bus, taxi or boat/ferry as required in each itinerary..
- **Briefing and De-brief accommodation:** Hostel accommodation in Suva for pre-project training and post project debriefs in Suva (approx. 9 x night accommodation in total). This is where we brief our leaders, complete your training and prepare you for the role ahead.



## Costs Covered by You:

- Police Clearance/CRB/DBS You will need to complete a police clearance for the role or have a current CRB (approx £25)
- First Aid Course. You must have a valid first aid certificate. A 1 or 2 day St Johns Ambulance or Red Cross in person course is fine (for example 'First Aid for the public'). Note - this cannot be an online course and we require a copy of your certificate.
- Travel Insurance. Think Pacific has Public Liability Insurance, however you are required to have a standard travel insurance policy in case of general doctors/ hospital related costs.
- Spending Money - for meals during training, and meals and accommodation between projects.
- Visa - However, the tourist visa is free for most nationalities

## 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.

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

Above all, staff leaders have the experience of a lifetime and return with some of the most incredible stories, adventures, memories and achievements from working within a dynamic team to the heart of the Fiji islands.

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