



Role Description

Global Team Internship

Project Leader

(Bali)

Local applicants

‘Global Impact, with a Local Approach’

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Think Pacific Foundation Think Pacific Foundation, 22 Disraeli Road, Suva, Fiji Islands, FJ989.

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About Think Pacific...

Global Mobility Projects

Think Pacific is a UK social enterprise and registered Fijian Charity with over 10 years' experience supporting Government Ministries, NGOs, local enterprises and business partners to achieve ethical, responsible and sustainable development, whilst allowing international students to have a self-developing and rewarding global experience. Central to our impact is our support for the UN Sustainable Development Goals.

Think Pacific works with educational institutions across the globe to design and deliver mobility and remote programmes that consider their needs and foster learning, understanding and personal and professional development for learners.

- Established in 2009, at the University of Leeds, UK
- Office bases in Suva, Fiji & Leeds, UK
- MOU agreements and long term partnerships with Government Ministries
- All programmes support the UN Sustainable Development Goals
- Partnered with 100+ Fijian organisations
- Partnered with 90+ educational institutions globally (Higher Education and FE)
- Formal partnerships with University of the South Pacific and Fiji National University
- 8000+ participants on mobility and remote programs since 2009
- Over \$10m (FJ) invested into the Fiji Islands
- Focused on expanding aims and initiatives to support global initiatives

Think Pacific - Mission, Beliefs & Values

Mission

"Creating positive cultural exchange, which invests in Indonesia and Fiji's future"

Beliefs

1. *Partnerships* - Collaboration at all levels of planning, preparation and implementation
2. *Learning* - Emphasis on learning and understanding before contributing
3. *Focus* - Our focus upon Bali and 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 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

Global Team Internship Project Leader - Bali

Department: Think Pacific Limited

Project: Global Team Internship

Location: Predominantly based in Central and South Ubud in a traditional Balinese community. Travel required to support briefing periods, project work and activities in locations across various provinces within Bali

Contract: Full time - 6 month contract (possibility to extend if successful in the role)

Start date: 1st April 2024

End date: 1st October 2024

2 week team training: 20th May - 31st May 2024 (Global team Internship)

Salary: Competitive local salary: IDR 8,000,000/per month

Hours: 9-6pm Monday-Friday, plus occasional evening work to support the teams as required. Some weekend work required to support the volunteer teams' welcome and debrief weekends.

Our Programmes

In-Country Projects and Placements

In May 2024 Think Pacific will launch new projects in Bali. Our vision is to replicate the huge success of our operations in Fiji and create a range of projects that enable international students to gain practical work experience and unique cultural insight in Bali, whilst supporting local aims and ambitions. This is an exciting and transformational period for our organisation. Our vision is to have a permanent staff team and office in Bali, facilitating global experiences for hundreds of international students annually.

Projects launching in Summer 2024:

- **Mental Health Project** in Bali, launching **May 2024**
- **Global Team Internship** in Bali, launching in **June 2024**

You can find out more about our projects in Bali on our [website here](#).

The Role

The role of Project Leader - Bali is a vital position within the Think Pacific team. You will work to support 4 volunteer teams on our Global Team Internship in our launch year in Bali in Summer 2024. As a Project Leader, you will work with the rest of the team to support and guide groups of up to 40 students on 28 day projects in Bali. This position is a unique opportunity to work for an award winning not-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, with care and sensitivity. Our leaders are culturally aware and passionate about respecting Balinese culture, values and customs, as well as our aims and partners' directives.

Leaders will guide volunteers through each day, ensuring timeframes, standards, aims and objectives are met for the project. 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 Bali.

Key Responsibilities

Leadership

- You will guide and lead volunteers in their:
 - **Briefing:** Assist and support the delivery of the team training sessions to fully prepare them for the project. Facilitate team activities so that we begin to create strong bonds and team cohesion before arriving to the village
 - **Team building camp:** Guide and energise the team during their team building camp, by supporting the camp staff. Monitor health and wellbeing of volunteers
 - **Welcome weekend:** Support and guide activities and trips to cultural and nature sites
 - **Project Activities:** (See below for project specific requirements)
 - **Village life:** 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
 - **Debrief weekend:** Support with reflections and activities
- **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
- **Project Coordinator Updates:** Reporting to and working closely with your Project Coordinators around project progress, volunteer concerns and experience. Attend meetings with the Project

Coordinators/Managers as required

Volunteer Support

- **Homestay support:** You will support volunteers in their homestays, and support them to adapt to and respect Balinese culture and traditions.
- **Pastoral support for volunteers:** Acting as a point of contact for all volunteers for pastoral care and support if experiencing homesickness, social concerns, anxiety, mental ill-health, or following any illness/accident/incident
- **Homestay visits:** You may be required to support international leaders with homestay dinners to ensure volunteers are able to speak with different leaders
- **Lead daily/weekly briefings:** As required, you will lead briefings to ensure volunteers are prepared for their day ahead
- **Lead daily/weekly reflections:** As required, you will lead group reflections to check in with volunteers and see if they have anything to share or learn from
- **Social activities:** Work with the other leaders to facilitate a weekly team social in the village
- **Implement code of conduct/dress code:** Ensure respect and cultural sensitivity
- **Team Support:** Facilitating group development and resolving group tensions or conflict when required with the support of the Coordinators

Health & Safety

- Support volunteer's health and safety, guiding them to relevant support services, including medical attention if required
- Conduct regular dynamic risk assessments of all project spaces and ensure team safety at all times. Mitigate and remove risks if possible and safe to do so
- Ensure activities stop if you feel that the teams' health and safety may be compromised by participation, and seek support from a Coordinator/Manager
- Communicate any serious health or safety concerns to a Coordinator/Manager
- Support Think Pacific Management to ensure effective compliance with any emergency procedures and health alerts, including future Covid-19 protocols if implemented in Indonesia

Project Specific Requirements

You will attend all projects with volunteers to guide and support them as follows:

Global Team Internship:

- **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
- **Site visits and Q&A:** Attend weekly site visits, Q&A sessions, and activities with our project partners
- **Action Project:** Support 2-3 groups on their weekly action projects, providing guidance, motivation and constructive feedback to encourage positive outcomes
- **Partner Presentations:** Support 2-3 groups on their weekly presentations to our project partners
- **Skills Labs:** Support the Project Coordinators in the delivery of the skills labs as required. Participate and support volunteers in our weekly skills labs alongside to support professional and personal development. Motivating volunteers to achieve the desired goals
- **Partnerships:** Maintaining strong professional relationships with project partners/staff
- **Project Reporting:** Complete a Project Evaluation Report once the project concludes to send out to our local stakeholders

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

Essential Skills Required

- Very good level of spoken and written English
- Ability to base yourself in South Ubud during working hours, with travel to other project destinations around Bali.
- Experience of working, volunteering or assisting international people
- Strong team working skills
- Effective time management
- Leadership experience, and experience of leading group activities
- 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
- Clear, effective and professional written & spoken communication in English
- Passion to foster and promote Think Pacific's mission and values
- Acquire and implement new skills quickly, with an ability to think on your feet in a fast moving and changeable environment

- Ability to interact with students, community members and partners in a positive and professional manner

Desirable Skills Required

- Experience working in a business or charity
- Educational background - business or related discipline
- Experience of co-leading briefings, training for staff/volunteers
- Experience of safeguarding/risk management/mitigation
- Passionate for sustainable development

Application Process

Step 1 - Application

Complete and submit the Application Form via the link by **15:00 (3pm)** on **Sunday 3rd December 2023** - [APPLY HERE](#)

- Please remember to include a copy of your CV/Resume

Step 2 -Shortlisting

Applicants will be shortlisted, and if successful, you will be invited to an interview

Step 3 - Interview

Interviews will take place online the week commencing: **Monday 11th December 2023**

Step 4

Official offer forwarded to successful candidates by **Wednesday 20th December 2023**

Questions or Support?

If you have any questions about the role/application process or need any support, please contact:

Alicia Brown

Alicia.Brown@thinkpacific.com

Regional Manager - Indonesia

Thank you for your interest in joining the Think Pacific team in Bali. We wish you the best of luck in the application process.