



Job Description

Partnerships & Development Manager (Bali)

‘Global Impact, with a Local Approach’

Think Pacific 2023 ©

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

Bali Programmes

Meaningful Programmes in Indonesia

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.

Key aims objectives (12-18 Months)

- Registering Think Pacific as a business/ Organisation in Bali
- Establishing trusted and respected relationships with communities, officials, partner organisations, businesses and third parties within Bali for all project deliverables
- Creation of a **Mental Health Project** in Bali, Launching **May 2024**
- Creation of a **Global Team Internship** in Bali, Launching in **May 2024**
- Creation of several shorter (2 week) **study tours** in Bali, covering a range of themes, with all itineraries to be created by December 2023, for delivery from October 2024
- Creation of a **Remote Internship** programme in Bali (launch TBC)
- Planning costings and itineraries for all projects to be delivered to specification and within budget
- Planning of all logistics and health and safety requirements for projects
- Building a local and trained staff team to deliver the projects within Bali
- All projects will include sustainable local benefit to Balinese communities and organisations, embedded from the outset.

Partnership & Development Manager (Bali)

Detail

Title: Partnership & Development Manager

Department: Indonesia

Location: Remote/home-based in Bali. However, we encourage the team to work together during the week on set days from a remote office location in Ubud TBC. The role will require travel to different settings and provinces in Bali for meetings, research, partner development and maintenance.

Reporting to: Regional Manager (Indonesia)

Salary: Competitive local salary - IDR 18,000,000 / per month

Start date: 1st February 2024

Contract: 1 year fixed term contract (reviewed on annual basis)

Hours:

- 40 hours per week
- Remote working hours are flexible but expected to be 9am-6pm for planning, preparation and administration. However, some travel or meetings (including zoom meetings with the UK team may take place outside of this time).
- 'On call' duties will be required on certain periods of the year, 24 hrs per day on rota basis

The Role

Coordinating Partnerships and Development of Think Pacific in Bali, Indonesia

This is an opportunity to make a vital impact in the planning and creation of new projects as we start a new phase in our organisation's history. The ideal candidate will have a good understanding of working with international students on mobility projects, study tours or volunteer projects in Bali. You will represent Think Pacific as the compliance, registration, and banking lead. Crucial to the role is the ability to professionally network with Balinese organisations, partners, third parties, Government departments and Universities and carefully plan and coordinate details and logistics of projects. This will be key as we prepare to launch a range of new projects and study tours, including a Mental Health Placement and a Global Team Internship, launching in May/June 2024.

The role requires an individual who is diligent with strong organisational and interpersonal skills, a professional attitude, flexibility to adapt to changing needs and able to handle difficult situations and problems that arise quickly, with care and sensitivity.

Role & Responsibilities

February - May 2024

From the start of the contract until May 2024, the role will be heavily focused on building and formalising new and existing partnerships for our Mental Health Placement and Global Team Internship. This will include creating MOU formal agreements with each project partner, accommodation and activity partner. You will work to ensure Think Pacific is working in a culturally sensitive way, ensuring we meet local aims and objectives of partners, and that we are always working within Indonesian law. You will also be responsible for maintaining our PT PMA company registration in Indonesia, and all tasks associated with this. You will represent Think Pacific as the compliance, registration, and banking lead.

Mental Health Project - Planning & Development

Under the direction of the Regional Manager:

- **Project Development:**
 - You will assist in the creation of the Mental Health Placement, utilising knowledge of Indonesia and mental health services in Bali.
 - You will also research for mental health expert speakers to deliver professional workshops.
 - You will research appropriate channels in Bali to report safeguarding and child protection concerns, and work with the Regional Manager to develop rigid safeguarding policy, procedure and protocols, which are appropriate in Indonesia.
- **Relationship Building:**
 - You will meet and plan with community partners and project partners in Bali to build and strengthen relationships.
 - You will ensure we meet the long term aims of each mental health project partner and the aims of Think Pacific; which should be of mutual long term benefit to both.
- **Confirmation of schedules/timetables:**
 - You will work closely with the Think Pacific Operations Manager to design and communicate the schedules and timetables with mental health partners; specifically for the activity support session delivery and facilitators for the professional workshops.
- **Government Ministries:**
 - You will connect with Government ministries relating to the development of the mental health placement; including, but not limited to, the Ministry of Health. We hope to gain their support and link the placement aims with Indonesian Government health objectives and outcomes.
- **Administration:**
 - Complete all required administration and reporting.

Global Team Internship - Planning & Development

Under the direction of the Regional Manager:

- **Project Research:**
 - You will assist in the creation of the Global Team Internship, utilising knowledge of Indonesia and mental health services in Bali.
 - You will also support research for speakers from the business industry to deliver professional workshops.
- **Relationship Building:**
 - You will meet and plan with businesses, charities, and project partners in Bali to build and strengthen relationships.
 - You will ensure we meet the long term aims of each Global Team Internship partner and the aims of Think Pacific; which should be of mutual long term benefit to both.
- **Confirmation of schedules/timetables:**
 - You will work closely with the Think Pacific Operations Manager to design and communicate the schedules and timetables with Global Team Internship partners; specifically for the Action Project delivery and facilitators for the professional workshops.
- **Government Ministries:**
 - You will connect with Government ministries relating to the development of the mental health placement; including, but not limited to, the Ministry of Environment, and the Ministry of Education, Culture, Research, and Technology. We hope to gain their support and link the placement aims with Indonesian Government health objectives and outcomes.
- **Administration** - Complete all required administration and reporting for the project.

Other duties

- Support the Operations Manager to maintain relationships with other key partners:
 - Accommodation - Briefing
 - Accommodation - Debrief
 - Team Building camp - Bali Kuno
 - Village accommodation - Mas Village
- Ensure we are following current Indonesian local laws and procedures at all times
- Establish and maintain the Think Pacific Partnership database
- Support in creating regular impact and evaluation reports for projects and translating these documents to Indonesian
- Monitor the PT PMA company registration, and complete any administrative tasks as required
- Establish TP as a recognised organisation in Indonesia
- Build relationships with Universities in Bali and wider Indonesia
- Support the Regional Manager and Operations Manager with other pre arrival support tasks as required

Key Role & Responsibilities from May 2024 Onwards:

From May 2024 onwards, you will take a leading role in ensuring all partnerships run smoothly for the duration of the student placements/projects in the peak summer period 2024 and beyond. You will work closely with the Mental Health Placement Manager, and the Global Team Internship Manager to ensure a smooth delivery of the launch of both of the projects. Your tasks will include, weekly check in calls with all current partners, regular feedback and monitoring meetings with project partners, impact measurement and reporting, and monitoring any safeguarding issues or concerns raised (with support of the Regional Manager).

You will be responsible for establishing Think Pacific as a recognised organisation in Bali, Indonesia. This includes monitoring our PT PMA registration, forming partnerships and support of Balinese Government departments, and linking up with Indonesian Universities. The role will involve networking, and building a detailed database of current and future partners. In addition to this, you will support the Regional Manager in the design and implementation of sustainable and impactful, future Think Pacific projects and study tours in Bali for 2025 and beyond. This involves researching potential new villages and accommodations in Bali and in Indonesia. You will represent Think Pacific as the compliance, registration, and banking lead.

Mental Health Project - Delivery & Development

Under the direction of the Regional Manager:

- **Project Delivery:**
 - You will guide the delivery of the Mental Health Placement, and provide direct support to the Mental Health Project Manager.
 - You will host weekly calls to check in with each project partner - check that the activity support sessions will go ahead, and communicate any messages/key feedback to the team to pass on to the students.
 - You will work closely with the Think Pacific Operations Manager to design and communicate the schedules and timetables with mental health partners; specifically for the activity support session delivery, and facilitators for the professional workshops.
 - You will work closely with the Regional Manager if any safeguarding and child protection concerns are to arise, and you will be responsible to ensure appropriate actions are taken following a safeguarding report or disclosure.
- **Relationship Building:**
 - You will host monthly meetings with each partner on the Mental Health Placement to build and strengthen the partnership, and ensure clear communication and feedback channels.
 - You will ensure we meet the long term aims of each Mental Health Placement partner and the aims of Think Pacific; ensuring aims are of mutual long term benefit to both.
- **Project Development:**

- You will guide the continued development of Mental Health Placement, and provide direct support to the Mental Health Project Manager.
- You will network and research for new mental health partnerships and look to expand our reach and impact in Bali.
- You will connect with Government ministries relating to the development of the mental health placement; including, but not limited to, the Ministry of Health. We hope to gain their support and link the placement aims with Indonesian Government health objectives and outcomes.
- You will look to form partnerships with Universities, academics and professionals in mental health in Bali and in the wider Indonesia area.
- **Administration:**
 - Complete all required administration and reporting.
 - Support the Regional Manager and Project Managers in the development of monitoring and evaluation reports as required.

Global Team Internship - Delivery & Development

Under the direction of the Regional Manager:

- **Project Delivery:**
 - You will guide the delivery of the Global Team Internship, and provide direct support to the Global Team Internship Project Manager.
 - You will host weekly calls to check in with each project partner - check that the action project sessions will go ahead, and communicate any messages/key feedback to the team to pass on to the students.
 - You will work closely with the Think Pacific Operations Manager to design and communicate the schedules and timetables with Global Team Internship partners; specifically for the action project delivery, and facilitators for the professional workshops.
 - You will work closely with the Regional Manager if any safeguarding and child protection concerns are to arise, and you will be responsible to ensure appropriate actions are taken following a safeguarding report or disclosure.
- **Relationship Building:**
 - You will host monthly meetings with each active partner on the Global Team Internship to build and strengthen the partnership, and ensure clear communication and feedback channels.
 - You will ensure we meet the long term aims of each Global Team Internship partner and the aims of Think Pacific; ensuring aims are of mutual long term benefit to both.
- **Project Development:**
 - You will guide the continued development of the Global Team Internship, and provide direct support to the Global Team Internship Project Manager.

- You will network and research for new business/charity partnerships and look to expand our reach and impact in Bali.
- You will connect with Government ministries relating to the development of the mental health placement; including, but not limited to, the Ministry of Environment, and the Ministry of Ministry of Education, Culture, Research, and Technology. We hope to gain their support and link the placement aims with Indonesian Government health objectives and outcomes.
- You will look to form partnerships with Universities, academics and professionals in business and charities in Bali and in the wider Indonesia area.
- **Administration:**
 - Complete all required administration and reporting.
 - Support the Regional Manager and Project Managers in the development of monitoring and evaluation reports as required.

Education Project Research

Under the direction of the Regional Manager:

- **Project Research:** Complete local research to highlight where overseas teaching assistants may be of benefit in Bali. Build possible connections into the Think Pacific Partnership database.
- **Relationship Building:** Form relationships with local educational professionals, including learning centres, schools and local government

Study Tour Research

Under the direction of the Regional Manager:

- **Project Research:** Undertake local research to highlight specific itineraries for 2-week study tours. Build possible connections into the Think Pacific Partnership database.
- **Relationship Building** Form relationships with prospective local partners, in themes including, but not limited to:
 - Balinese Culture
 - Performing Arts
 - Permaculture/ Horticulture
 - Food and Balinese Cuisine
 - Business and Enterprise

Other duties

- Support the Operations Manager to maintain relationships with other key partners:
 - Accommodation - Briefing
 - Accommodation - Debrief
 - Team Building camp - Bali Kuno

- Village accommodation - Mas Village
- Ensure we are following current Indonesian local laws and procedures at all times
- Establish and maintain the Think Pacific Partnership database
- Support in creating regular impact and evaluation reports for projects and translating these documents to Indonesian
- Monitor the PT PMA company registration, and complete any administrative tasks as required
- Establish TP as a recognised organisation in Indonesia
- Build relationships with Universities in Bali and wider Indonesia
- Support the Regional Manager and Operations Manager with other pre arrival support tasks as required

Essential Attributes/Skills Required

- Indonesian Citizen
- 5 years + experience in partnership management and development, and managing key stakeholders in an organisation
- High level of spoken/written English
- Experience of creating MOU agreements
- Experience of translating official written documents (Bahasa Indonesian/Balinese > English)
- Very strong communication skills: Ability to interact with students, community members and partners in a positive and professional manner
- Understand the needs and expectations of local stakeholders and university partners
- High level of emotional awareness, self discipline and self awareness
- High levels of interpersonal skills and able to listen, empathise and work with individuals from a variety of backgrounds
- Ability to maintain high standards of recording and administration
- The ability to manage a variety of demanding responsibilities within any given day
- Team working skills & able to work independently to meet deadlines
- 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

Desirable Skills Required

- Experience of international student global mobility, study tours or overseas volunteering
- Links to Government departments in Bali & ideally previous experience of collaboration
- Passionate about sustainable development and projects that make a local impact

Application Process

Step 1 - Application

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

- Please remember to include your CV/Resume

Step 2 - Shortlisting

Applicants will then be shortlisted, and if successful, you will be invited to an panel interview which will take place online

Step 3 - Interviews

Interviews will take place online on the following date: **Wednesday 6th December 2023**

Step 4 - Offer

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.