



Role Description

Project Leader (Bali)

International 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

Project Leader - Bali

Department: Think Pacific Limited

Project: Mental Health Placement or 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

Commitment: Approx 3.5 months

	Mental Health Placement	Global Team Internship
Start date:	12th May 2024	19th May 2024
2 week Training period: (in Bali)	13th-24th May 2024	20th May - 31st May 2024
End date:	26th August 2024	1st September 2024

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.

Expenses and Remuneration

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

- **£1500*** remuneration payment (for UK/European applicants) to you as a contribution towards your purchase of:
 - Return flights (from the UK approx £800-1200)
 - Insurance (approx £200) 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

*This will be paid to you as £1000 prior to you joining the team, and £500 upon successful completion of the role.

- In addition to this, Think Pacific will cover the cost of:
 - Your B211A visa and any required visa extension for your role
 - Shared homestay accommodation with other leaders and volunteers for the duration of your role (with the exclusion of free travel weekends)
 - Meals provided: Breakfast & dinner in the homestays (Monday-Friday)
 - Accommodation and meals at all pre-planned resorts during the briefing week and debrief weekend of each project as determined by the project itinerary
 - All project related transport/activities/training involved in the project

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
- **Spending Money** - we suggest you budget approx £500 for the duration of your role, to cover:
 - Lunches for the duration of your role
 - Free travel weekends (accommodation, transport, activities)
 - Personal expenses

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 either our Mental Health Placement or Global Team Internship in our launch year in Bali in Summer 2024. As a 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 live alongside the volunteers 24 hours a day, guiding each day and 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 - Mental Health/Global Team Internship)
 - **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 be allocated to one homestay, where you will live in the homestay alongside volunteers and support them to adapt to and respect Balinese culture and traditions. You may be required to share rooms with other volunteers
- **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 will rotate between homestays for 'dinner swaps' 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:

Mental Health Placement:

- **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
- **Professional Workshops:** Attend weekly mental health professional workshops and engage the volunteers, ensuring maximum participation
- **Session Planning:** Support the Project Coordinators in the delivery of weekly session planning as required. Participate in session planning for your weekly activity support sessions
- **Activity Support Sessions:** Lead volunteers in the delivery of psychosocial group activities for service users at our trusted project partners.
- **Community Wellbeing:** Lead discussions and activities with the local community in our community wellbeing activities
- **Partnerships:** Maintaining strong professional relationships with project partners, staff and service users
- **Project Reporting:** Complete a Project Evaluation Report once the project has been completed to send out to our local stakeholders

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

- Strong team working skills
- Effective time management
- Leadership experience, and experience of leading group activities
- Experience of travelling and/or working abroad
- High level of emotional awareness, self discipline and self awareness
- High level of interpersonal skills and being able to listen, empathise and work with individuals from a variety of backgrounds
- Clear, effective and professional written & spoken communication
- 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

- Experience working in a mental health context (Mental Health Placement only)
- Educational background - Psychology/mental health or related discipline (Mental Health Placement only)

Desirable Skills Required

- Experience of volunteering abroad
- Experience of travelling to Indonesia
- Experience of co-leading briefings, training for staff/volunteers
- Experience of safeguarding/risk management/mitigation
- Passionate about sustainable development
- Experience working in a business or charity (Global Team Internship only)
- Educational background - business or related discipline (Global Team Internship only)

Application Process

Step 1 - Application

- Complete and submit the Application Form via the link by **15:00 (3pm)** on **Monday 20th November 2023** - [International Leaders Bali Application Form](#)

- Please remember to include the supporting document outlined below:

- CV/Resume

Step 2 -Shortlisting

- Applicants will then be shortlisted, and if successful, you will be invited to one of our recruitment days in the UK
- If it is not possible for you to attend the recruitment day in the UK, we will try to make reasonable adjustments.

Step 3 - Recruitment day

Group recruitment days will take place:

- **Monday 11th December** - Leeds, UK (venue TBC)
- **Wednesday 13th December** - London, UK (venue TBC)

Step 4

- Official offer forwarded to successful candidates by **Monday 18th December 2023**