

Position Description



DEVELOPMENTAL STUDIES ADVISOR (NEXUS ABROAD)

1. Position Summary

The Developmental Studies Advisor is a member of the Nexus Abroad project team, responsible for assisting the Project Managers in developing, coordinating, implementing and evaluating all aspects of project work performed by Nexus Abroad in relation to the orphanage Nectar Home, situated in Ghana. This role primary consists of evaluating, informing and providing critical analysis of project goals, in order to produce practical and responsible outcome for Nectar Home from a developmental studies perspective. The advisor will be liaising with the Nexus Abroad Volunteer Program Coordinator in establishing an international Volunteer Program, which will enable university students to travel to Nectar Home and undertake voluntary work within local community organisations. This requires providing strategic advice in pursuit of a program that is safe, practical, informative and culturally sensitive to both the volunteers and the community within which Nectar Home is located.

The role calls for a dynamic individual that is strategic and practical. You are required to combine your knowledge of volunteer management and programs delivery with your proven experience in developmental studies. A passion for philanthropy is essential.

The Developmental Studies Advisor reports to the Project Managers of Nexus Abroad.

2. Selection Criteria

Positions Available: 2

Eligibility

1. Enrolled student at the University of Melbourne until at least December 2011
2. Willing to commit a minimum of five hours per week, excluding meetings, during non-exam periods
3. You agree to check your preferred email account daily and respond within 48 hours

General SIFE Selection Criteria

1. Passion and belief in helping others
2. Very strong commitment to the team
3. Advanced level of verbal and written communication
4. Ability to meet deadlines
5. High level of professionalism

6. Ability to work effectively in a team

Role Specific Selection Criteria

1. Demonstrated experience and background in Developmental Studies at a tertiary (TAFE/University) or practical level (e.g. involvement in a volunteer program in a developing country)
2. Demonstrated high level interpersonal and communication skills
3. High level analytical and evaluative skills
4. Proven ability to coordinate projects and delegate activities to meet outcomes within required timeframes.
5. Demonstrated problem solving skills to successfully identify problems, develop solutions and implement this using logical and systematic approach
6. Demonstrated ability to work independently and as part of a team.

Additional Desirable Selection Criteria

1. Interest and availability to undertake project work in order to represent SIFE on a trip to Nectar Home, Ghana
2. Critical analytical skills and attention to detail
3. Professional presentation skills and ability to communicate with a wide audience
4. Demonstrated written communication skills to ensure clear and concise information is presented to the team, manager and prospective volunteers

Time Commitment

1. One one-hour weekly meeting (usually none during exam periods)
2. Average of five hours per week in project tasks (average of 1-2 hours during exams)

3. Responsibilities

Developmental Studies Expertise

- Providing insight and critique about the feasibility and social impact of the project – both in the development of the Volunteer Program and establishing the Board of Governors for Nectar Home, Ghana
- Harnessing previous developmental studies experience in order to foster cultural and social understanding of Ghana/Africa within the Nexus Abroad team
- Participating in the design and evaluation of the Volunteer Program in social and cultural terms
- Supporting the Volunteer Program Coordinator in coordinating the logistics and itinerary (including orientation) of the Volunteer Program at Nectar Home, commencing December 2010

4. Other Information

Organisation Unit

Students In Free Enterprise (SIFE) is a network of over 38,000 students, studying at more than 1,500 universities around the world, who endeavour to use classroom knowledge to address socio-economic problems in their local or international communities. With the assistance of academic and business leaders, SIFE students are committed to making a difference by creating sustainable economic opportunities for disadvantaged groups.

SIFE teams manage a diverse portfolio of projects, which operate on the principles of market economics, education and training, entrepreneurialism, financial management, business ethics and sustainability. At a global level, SIFE is supported by hundreds of leading companies and organisations that believe in securing a future led by ethical business leaders with a broad worldview and a commitment to helping others. Every year, SIFE students are changing the lives of millions of people, whilst developing the skills to become socially responsible business leaders.

The University of Melbourne SIFE team is helping those left out of the free market economy to gain the education, skills, and experience to achieve increased access, opportunity and success. They see growing social inequality and environmental degradation as market failures, and are working to close these gaps – one student-led initiative at a time – for positive change.

The University of Melbourne SIFE is the largest SIFE team in Australia with an active membership of 62 students who spend 22,978 hours annually on 3 projects. In July 2007, the team was named SIFE Australia National Champions and reached the semi-finals of the SIFE World Cup in New York, representing Australia amongst the leading 44 teams from around the globe.